



## 4-H Shooting Sports Leader Training Site Host Tips

This is a list of items to keep in mind when hosting state 4-H shooting sports leader trainings:

**Handling registration funds:** All registration fees will come to the host. *(Make sure good records are kept. See page 4 of this document.)*

- Accept registration for all workshop participants.
  - Keep shooting sports secretary and state team members informed as to numbers and disciplines.
    - Keep list of all contact information for participants to be forwarded to state office upon completion of course.
    - Check that all applications have been approved by their county office

The host will pay for expenses from the fees: income.

- \$10.00 per participant to county program.
- State team members/instructor rooms
- Meals
- Range fees
- Other actual cost.

- **Facilities need to have the following:**

- Arrange for use of facility well in advance of training!
- Arrange with training team well in advance as to reimbursement of facilities rental fees if any (none is best!).
- Arrange for facility entry keys!
- Main “commons” area where all participants can gather.
- A separate “breakout” room for each discipline being offered.
- Registration table.
  - Registration list.
  - Extra pencils.
  - Extra writing paper.
  - Cash box with small amount of change (approx. \$150.00 in \$1’s, \$5’s and \$10’s).
  - Provisions for name tags.
  - Provisions for discipline materials and NRA materials.
- Lectern and “head” table at front of room.
- PA system for commons area.
- One (two better) TV/VCR setup for discipline instructors.
- Computer/Video Projector setup for commons area.
- Newsprint/easel/markers for commons area.
- A kitchen or at least a serving area would be nice. (For meals and breaks)
- Restroom facilities ... of course!
  - Hand towel supplies
  - Hand soap supplies
  - Toilet Paper supplies
- Tables and chairs for the commons area and breakout rooms.
- Make sure heating/cooling is adequate for all rooms.
- Access to hot and cold water.
- Remember to get help to clean up after you are done!

- **Meals and breaks:**
  - The hosts are the first there in the morning and last ones out at night!
  - Have coffee/tea etc. available all day (Friday night, Saturday, Sunday morning).
    - Large coffee pot(s) would be nice.
    - Several large drink coolers are good to have.
  - Plenty of ice for cold drinks.
  - Supply of hot/cold cups, paper plates, napkins, plastic spoons/forks, sugar/creamer etc.
  - Have snack foods (yes, veggies can be snack foods!) available all day (Friday night, Saturday, Sunday morning).
  - Arrange for noon meal (Saturday) as per agreement with training team.
  - Arrange for catered meal (Saturday evening) as per agreement with training team (or if coordinators will prepare the meal ... need to have kitchen facilities ready).
  
- **Range (shooting) facilities:**
  - Arrange for use of range well in advance of training!
    - Shooting ranges
      - Air rifle 25 ft            minimum 5 firing points
      - .22 rifle 50 ft            minimum 5 firing points
      - Air pistol 25 ft            minimum 5 firing points
      - Shotgun                    minimum 35 yd open space
      - Archery                     minimum of 20 yd open area. 40 yd better
  - Arrange with training team well in advance as to reimbursement of range rental fees if any (none is best!).
  - Arrange for range entry keys!
  - Range should be a reasonable distance from the training facility.
  - Does the range need to provide its own RSO? If yes, then need to make arrangements with individual for times. (Cost??)
  - Notify discipline trainers of any particular range safety requirements or general rules the range may have.
  - Individual disciplines should be close to one another if possible to facilitate cross training.
  - Remember to clean up the range after you are done!
  
- **Miscellaneous items:**
  - Have a copy machine available to make incidental copies of materials the discipline trainers may need (there is always something forgotten!).
  - Know where the closest sporting goods store is (sometimes trainers need to pick up some quick supplies!).
  - Choose a hotel (where instructors and leaders will stay) as close to the training facility as possible. (Have alternate arrangements available for leaders or trainers who may bring campers and etc.) Try to get the best rate you can! Most hotels will give a corporate discount to CSU!
  - Communicate the lodging facilities information with the State 4-H Office early to include in promotion/registration materials.
  - Provide maps to the hotel, training facility and range to the State 4-H Office to include in promotion/registration materials.
  - Provide your contact information (with PR/Registration materials) so that participants or trainers can visit with you on questions they may have.

<b>WORKSHOP INCOME/EXPENSE RECORD</b>							
	<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Amt/Extend</u>	
<b>Registration</b>		DEP	Deposit	Registration	\$		
		DEP	Deposit	Registration			
		DEP	Deposit	Registration			
		DEP	Deposit	Registration			
Total Registration					\$		
Refund		CHK#	Club	SS-Name Participant	(\$ )		
Total Refund					( )		
<b>Total Registration Income</b>							\$
<b>Program Costs</b>							
Hotel		CHK#	Name	Hotel/SS/name	(\$ )		
		CHK#	Name	Hotel/SS/name	(\$ )		
		CHK#	Name	Hotel/SS/name	(\$ )		
<b>Total Hotel Expense</b>							(\$ )
Actual Supp. & Food		CHK#	Vendor (Name)	Food, copies, etc.	(\$ )		
		CHK#	Vendor (Name)	Food, copies, etc.	(\$ )		
		CHK#	Vendor (Name)	Food, copies, etc.	(\$ )		
		CHK#	Vendor (Name)	Food, copies, etc.	(\$ )		
		CHK#	Vendor (Name)	Range Fee	(\$ )		
<b>Total Supplies/Range Expense</b>							(\$ )
<b># Participants @ \$10 ea</b>				<b>User Fee to CSUE (doesn't include instructors)</b>			(\$ )
<b>BALANCE</b>				<b>Paid to CSU Extension/4-H Shooting Sports</b>			\$
				(Make check payable to: "Colorado 4-H Foundation/Shooting Sports")			