

# Virginia 4-H Instructor Certification Application/Invoice

## March 10 – 12 at Airfield 4-H Center



Name \_\_\_\_\_ Unit \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Age if under 21 \_\_\_\_\_

Email \_\_\_\_\_

Disciplines offered include **Archery, Coordinator, Pistol, Rifle, and Basic Shotgun.**

List Your 1<sup>st</sup> Choice \_\_\_\_\_

List Your 2<sup>nd</sup> Choice \_\_\_\_\_



***You cannot register for this certification unless you are currently enrolled as a 4-H Volunteer in your unit, which is the county or city in which your Extension office is located. If this is your first 4-H volunteer experience, you cannot register for this certification training unless you contact your Extension office and begin the 4-H Volunteer Application/Enrollment process which includes a Criminal Background Screening. Please don't wait until the last minute!***

Name of 4-H Extension Agent: \_\_\_\_\_

Name of 4-H Shooting Club: \_\_\_\_\_

What experiences do you have in the discipline you listed as your first? \_\_\_\_\_

Why do you want to become a 4-H certified instructor? \_\_\_\_\_

Is this your first time being certified as a 4-H shooting sports instructor? YES \_\_\_\_\_ NO \_\_\_\_\_

**If yes, you MUST plan to attend the 4-H General Session on Friday, March 10<sup>th</sup>.**

(To be **fully** certified, first-timers must attend **both** the General Session on Friday and the Discipline Session on Saturday and Sunday. The General Session on Friday will be conducted in 2 parts: Part 1 from 4 to 6 PM and Part 2 from 7 to 9 PM.) Participants who are coming back for a second (or more) 4-H certification are only required to attend Saturday and Sunday. Of course, second-timers are more than welcome to arrive on Friday.

*A packet of information (list of things to bring, directions, schedule, health form, etc.) will be e-mailed to each participant whose application is accepted one week prior to the certification weekend.*

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**Registration Fee, Meals and/or Lodging – please check one of the following:**

- Lodging and Meals (Friday dinner – Sunday lunch) \$160.00
- Commuter Fee (no lodging, meals only) \$130.00

**Total Amount Due** \$ \_\_\_\_\_

**(This training does not end until 3 PM on Sunday, March 12<sup>th</sup>!)**

**Payment – Check One**

**PLEASE NOTE: Registration is not complete until your registration form AND payment are received!**

- A check is enclosed for the total amount due.** Please make check payable to *VCE-Floyd* and mail check and completed application to, **209 Fox Street, NW, Floyd, VA 24091** no later than **Friday, February 17<sup>th</sup>.**)
- My fees are being processed through my Extension Office.**  
For registration purposes, please e-mail application to [va4hshootingeducation@gmail.com](mailto:va4hshootingeducation@gmail.com) no later than **Friday, February 17<sup>th</sup>.** Also, take a copy of this application/invoice to your Extension Office no later than **Friday, February 17<sup>th</sup>** so payment can be processed to the Floyd Extension Office.
- NEW TO 2017! Registrations will be received on a first-come, first serve basis and there will be a \$25.00 late fee assessed to any completed registrations received after February 17<sup>th</sup>. (This includes registration forms and journal transfers)**

**Refund Policy:** Participants will receive a full refund until Friday, February 17<sup>th</sup>. No refunds will be issued following this date.

**Attention UAA's:**

To complete a journal entry (transfer), you will need the following information for

**Floyd: Fund – 999239    Org - 061900**

Please scan and e-mail a copy of the journal entry (transfer) form to [va4hshootingeducation@gmail.com](mailto:va4hshootingeducation@gmail.com) as documentation that payment has been processed prior to the deadline. Thank you!

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Tyler Painter Floyd VCE at (540) 745-9307/TDD\*) during business hours of 8 a.m. and 5 p.m. to discuss accommodations 5 days prior to the event. \*TDD number is (800) 828-1120.



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