

Year End Points/Nomination Chairperson:

- ❖ Take all nominations from Club members for both year-end class awards as well as Honor Awards.
 - Make sure payment is correct
 - Make sure all paperwork is included and that membership cards for owners and exhibitors are attached.
 - ✓ If cards are not attached, email the secretary to confirm membership has been paid
- ❖ Keep a running spreadsheet throughout the year of all nominations with points earned
 - This should be done on a show by show basis just to insure that all nominees have shown under enough judges in order to be eligible for awards.
 - Show secretary will provide printouts for each day of the show as well as a year to date total.
 - **Post the current total at each show and email a copy to the website chairperson to post on the website (this should be done before the next show).**
- ❖ Determine the Honor Award Winners for the year
- ❖ Determine the Grand and Reserve Winners for each class as well as the All Around Winners for each division. This needs to be done within a week after the August show if the banquet is held in the same year to insure enough time for the Awards Committee to contact the winners and get awards ordered.
- ❖ Figure out the winner of the UMBHA Traveling Trophies.
- ❖ Give the spreadsheet of the Winners to the Awards Committee Chairperson
- ❖ Prepare Awards Book for the Year End Awards banquet and make between 40 & 50 copies.
- ❖ Print out the certificates for 3rd thru 6th place for all classes for the individuals who checked on their nomination form that they wanted their certificate. If they checked that they did not want their certificate, then none needs to be printed.