

UMBHA YOUTH ADVISOR DUTIES

IBHA WORLD SHOW YOUTH TEAM

❖ RESPONSIBLE FOR FILLING OUT THE YOUTH TEAM PAPERWORK FOR THE TEAM COMPETITION AT THE WORLD SHOW.

- ORDER ALL YOUTH TEAM STALLS
- ORDER ALL YOUTH TEAM TACK STALLS (USUALLY THREE MEMBERS PER TACK STALL)
- MAKE SURE ALL MEMBERS HAVE THEIR CLASS FORMS FILLED OUT PROPERLY AND INCLUDE REQUIRED PAPERWORK
- MAKE SURE ALL CHECKS ARE PROPERLY MADE OUT (STALLS PAID FOR WITH ENTRIES)
- ALL TEAM MEMBERS PAPERWORK MUST BE MAILED IN WITH THE TEAM COMPETITION PAPERWORK IN ORDER TO BE ELIGIBLE TO COMPETE

❖ RESPONSIBLE FOR WHILE AT THE WORLD SHOW AND JUST PRIOR TOO:

- ORGANIZING STALL DECORATIONS
- ORGANIZING SET UP OF DECORATIONS AT WORLD SHOW
- WILL NEED A SIGN MADE LISTING ALL THE YOUTH TEAM SPONSORS (USUALLY A PIECE OF CARDSTOCK WITH NEAT HANDWRITTEN NAMES CAN ACCOMPLISH THIS). THIS LIST OF SPONORS IS FOR ALL FUNDS THAT COME DIRECTLY AND PAYMENT MADE OUT TO THE YOUTH TEAM (DOES NOT INCLUDE FUNDS PAID DIRECTLY TO INDIVIDUAL TEAM MEMEBERS)
 - ✓ DISPLAYED AT THE WORLD SHOW IN THE HOSPITALITY BOOTH
 - ✓ AFTER WORLD SHOW, THIS SIGN SHOULD BE DISPLAYED AT THE AUGUST SHOW AND BANQUET
- MONITOR THE CLEANING OF BARN AISLE
- MAKE SURE STALLS ARE CLEAN AND FREE OF MANURE
- MAKE SURE STALL DOORS ARE CLOSED AND KEPT CLOSED ON TACK AND HORSE STALLS

❖ ORGANIZE THE FUNDRAISING FOR THE TEAM

- MINIMUM REQUIRED AMOUT THAT EACH MEMBERS MUST ACQUIRE
 - ✓ USUALLY BASED ON STALL FEES AND PROPOSED BUDGET FOR DECORATING AND POSSIBLE GIFT TO BE PRESENTED TO EACH TEAM MEMBER A THE AWARDS BANQUET
 - ✓ SOME MEMBERS WILL GET MORE SPONSORSHIPS THAN WHAT IS NEEDED
- FUNDRAISING TO INCLUDE (BUT NOT LIMITED TO):
 - ✓ SPONSORSHIPS WITH PAYMENT SENT TO YOUTH TEAM CHAIRPERSON AND MADE OUT TO THE UMBHA YOUTH TEAM
 - ✓ SILENT AUCTION AND 50/50 RAFFLE HELD AT THE JUNE SHOW (THE SILENT AUCTION AND 50/50 RAFFLE AT THE JULY AND AUGUST SHOW WILL BE FOR THE YEAR END AWARDS)
 - ✓ DESSERT AUCTION AT THE BANQUET
 - ✓ ANY CANDY BAR SALES OR OTHER FORMS OF FUNDRAISING

UMBHA YOUTH ADVISOR DUTIES

❖ CREATE A SPREAD SHEET OF INCOME/EXPENSES

- **TURNED INTO TREASURER AT END OF THE YEAR**
- **MAY BE NEEDED FOR UMBHA TAX RETURN**

❖ YOUTH TEAM FUNDS/CHECKBOOK

- **YOUTH TEAM WILL HAVE ITS OWN CHECKBOOK THAT IS SEPARATE FROM UMBHA'S GENERAL CHECKBOOK.**
- **FUNDS IN THE CHECKBOOK WILL BE USED FOR:**
 - ✓ **FEE FOR COMPETING IN THE TEAM COMPETITION AT THE WORLD SHOW**
 - ✓ **TACK STALL AND HOSPITALITY BOOTH AT THE IBHA WORLD SHOW**
 - ✓ **STALL DECORATIONS COSTS**
 - ✓ **TEAM GIFTS PRESENTED AT THE BANQUET**
- **THERE SHALL BE A MINIMUM BALANCE OF AT LEAST \$400 KEPT IN THE YOUTH TEAM'S CHECKBOOK. THIS WILL BE HELD OVER FROM THE PREVIOUS YEAR AND TO BE USED FOR PAYING FOR THE YOUTH TEAM FEE FOR COMPETING AT THE WORLD SHOW IN THE TEAM COMPETITION AS WELL AS THE STALLS. THIS MAY HAVE TO BE INCREASED AS SHOW STALL FEES INCREASE.**
- **AFTER ALL EXPENSES HAVE BEEN PAID, THE REMAINDER OF THE FUNDS THAT ARE IN THE CHECKBOOK PRIOR TO THE UMBHA YEAR END AWARDS BANQUET (LESS THE \$400 FOR THE NEXT YEAR'S FEES) WILL BE DISTRIBUTED AMONG THE YOUTH TEAM MEMBERS THAT PARTICIPATED IN THE TEAM'S FUNDRAISING EFFORTS AS WELL AS SELLING 50/50 RAFFLE TICKETS AT EACH SHOW. THE YOUTH TEAM ADVISOR WILL BRING THE PROPOSED PAYMENTS TO THE OCTOBER MEETING FOR BOARD REVIEW AND APPROVAL. PAYMENTS TO THE YOUTH COULD BE PRO-RATED BASED ON THE SPONSORSHIP AMOUNTS BROUGHT IN.**

❖ YEAR END AWARDS BANQUET

- **WILL INTRODUCE THE YOUTH TEAM AT THE BANQUET**
- **WILL PRESENT THE YOUTH TEAM MEMBERS WITH THE GIFT**

❖ PREPARE AN AD FOR THE ANNUAL DIRECTORY

- **TEAM GETS TWO PAGES**
 - ✓ **ONE FOR SPONSORS**
 - ✓ **ONE FOR THE TEAM**

Youth Team Checkbook Disbursements

It is the Youth Team Advisor's goal to give each youth team member a check at the UMBHA Awards Banquet. This proposed payout will be reviewed and approved at the UMBHA Board meeting in October.

Youth Team Gifts:

The funds used to purchase the Youth Team Gifts at the end of the season and presented to the youth team shall come from the following sources:

- a) Banquet Dessert Auction
- b) 50/50 raffle at the June Show
- c) Silent auction at the June Show
- d) Other fundraisers held
- e) Sponsorship funds (if needed)

Youth Team Sponsorship Funds Disbursements:

After expenses are deducted the balance of the funds will be disbursed to the Youth Team Members who participated in getting Sponsorships in. These sponsorships will need to come to the Youth Team Advisor in charge of the Youth Team Checkbook and made out the UMBHA Youth Team.

The following expenses shall be divided evenly between the Youth Team Members:

- a) The \$400 balance to be left in the checkbook for the following year's Youth Team World Show fees.
- b) Stall Decoration Supplies for the IBHA World Show
- c) Youth Team Gifts – for any balance of the costs that are not covered by the previous year's Banquet dessert auction and the June show 50/50 raffle & Silent Auction
- d) Any other expense incurred

After these expenses are deducted, the funds will be disbursed to the youth. The payment will be pro-rated based on the dollar amount of the sponsorships brought in by each individual youth. They shall basically get what they brought in less the expenses. Therefore, the harder the youth team member (and their family) work to bring in sponsorship funds, the more they are rewarded at the banquet.

Example:

If there are 5 team members, all expenses will be divided evenly among the 5 team members. So if you spend \$200 on stall decorations and have to cover the \$400 for the following year World show youth team fees and the gifts are covered by the dessert auction and June show silent auction, then the \$600 would be divided evenly (\$600 divided by 5 = \$120). That amount would be deducted from the total sponsorship each youth brought in. (Note: if there are any funds left over from the dessert auction, 50/50 raffle and June show silent auction or other fundraisers held after purchasing the youth team gifts, then those funds will be distributed evenly among the youth team members)

So if Youth "1" brings in \$1,000; Youth "2" brings in \$600; Youth "3" brings in \$550; Youth "4" brings in \$850 and Youth "5" brings in \$250 the calculations would be as follows:

	<u>Youth 1</u>	<u>Youth 2</u>	<u>Youth 3</u>	<u>Youth 4</u>	<u>Youth 5</u>
Sponsorships	\$ 1000	\$ 600	\$ 550	\$ 850	\$ 250
Expenses	<u>\$ (120)</u>	<u>\$ (120)</u>	<u>\$ (120)</u>	<u>\$ (120)</u>	<u>\$ (120)</u>
Payout	<u>\$ 880</u>	<u>\$ 480</u>	<u>\$ 430</u>	<u>\$ 730</u>	<u>\$ 130</u>

UMBHA YOUTH BUCKSKIN BUCKS PROGRAM:

SEE BELOW FOR A DETAILED DESCRIPTION OF THE YOUTH BUCKSKIN BUCKS PROGRAM

- ❖ **RESPONSIBLE FOR PROMOTION OF THE BUCKSKIN BUCKS PROGRAM.**

- ❖ **RESPONSIBLE FOR TRACKING THE BUCKSKIN BUCKS THAT EACH YOUTH HAS EARNED THRU:**
 - ✓ **CLASSES EXHIBITED IN**
 - ✓ **VOLUNTEER TIME**
 - ❖ **WORKING AT SHOWS (HELPING WITH THE GATE, SELLING TICKETS OR HELPING ANNOUNCER)**
 - ❖ **WORKING IN THE BOOTHS AT HORSE FAIRS**

- ❖ **RESPONSIBLE FOR SECURING ITEMS FOR SILENT AUCTION AT THE BANQUET FOR THE YOUTH TO BID ON AND SETTING THESE ITEMS UP AT THE BANQUET. ITEMS MUST BE IN PLACE AND READY TO GO PRIOR TO THE START OF THE BANQUET.**

YOUTH BUCKSKIN BUCKS INCENTIVE PROGRAM

The Buckskin Bucks is a Youth program developed within the UMBHA club to help encourage Youth participation and recognition. Buckskin Bucks is open to all Youth that are current members of UMBHA (in good standing) not just limited to those showing IBHA registered horses. In an effort to minimize the cost to UMBHA for this program, the Co-chairs will work on getting donations in for it.

OBJECTIVE: To encourage additional participation from our UMBHA Youth and offer them recognition for their participation. Youth will be able to earn Buckskin Bucks for every time they volunteer at events. Buckskin Bucks can be earned by working in the UMBHA Booth at the Midwest Horse Fair or Minnesota Horse Expo and any other events where we can promote UMBHA and/or IBHA. Youth can also earn Buckskin Bucks for each class they enter at each show, as well as volunteering at our shows by running the in or out gate, helping the announcer, selling 50/50 raffle tickets at shows, setting up Trail class obstacles. The Buckskin Bucks each Youth earns will be totaled at the end of August by the chair, co-chair and the UMBHA President. A silent auction for the program will be held in conjunction with the annual year ends award banquet where each Youth can use their accumulated Buckskin Bucks to bid on items in an auction format. Examples of items that can be bid on but not limited to are: horse tack, show pads, grooming equipment, toys, buckets, etc.

HOW IT WORKS: Each Youth needs to be a member in good standing with UMBHA. They will not be allowed to participate in the program if they are not a current member in good standing. Any Youth is eligible for this program as soon as their membership is paid for the year. Youth are also allowed to participate if they are part of a Lifetime membership where an annual membership is no longer needed.

Each Youth will be responsible for keeping track of their volunteer hours and classes entered at each event on a Buckskin Bucks tracker sheet and having them signed by the respective individuals listed on the forms. These sheets should then be turned in at the show office. These sheets will be available on the website, facebook page and at our shows.

The Buckskin Bucks tracker sheets will be due on August 30 of that current year. Any sheet received after that date will not be included in the tabulations. A parent or legal guardian over the age of 18 must also sign the Buckskin Bucks tracker form. This is to say they acknowledge what was recorded is accurate to the best of their knowledge. The Buckskin Bucks Tracker forms will then be validated by the program's co-chairwomen and the UMBHA President.

Youth can earn buckskin bucks by the following ways:

- \$10 per class exhibited in. Class can be either an IBHA or All Breed Class. This will be based on horse & rider combination. Youth can earn Buckskin Bucks on only one horse.
- \$50 per volunteer date for 1 – 3 hours
- \$75 per volunteer date for more than 3 hours.
 - Volunteering can be done by working in the booth representing UMBHA at either the Midwest Horse Fair or the Minnesota Horse Fair or by working at a show (running the in or out gate, selling 50/50 raffle tickets at the shows, parking lot cleanup, helping to set up trail, etc)