

SACRAMENTO 4-H IN-HAND HORSE RANK SHEET, YEAR _____

MEMBER'S NAME _____ CLUB _____ YEAR IN HORSE PROJECT _____

MEMBER'S AGE _____ PHONE _____ LAST AWARD RECEIVED _____ AWARD APPLYING FOR _____

IMPORTANT INSTRUCTIONS

1. All items on this Rank Sheet must relate only to Horse Project activities, except Junior/Teen Leader.
2. Two awards can be earned each year. If a youth member joins the Horse Project after turning 15 years of age for that project year, then the Beginning and Intermediate levels can be earned their first year. The intent is to allow youth joining late to still earn awards as able. **Limit:** Members are eligible for only one set of Advanced Awards and must choose between In-Hand **or** Horse Awards; one youth cannot earn both.
3. To fill out the Rank Sheet, complete items at the top of this page and fill out columns I, II, and III on the inside. On **additional** sheets, one page for each numbered item, list **by year** all the things you did or attended to qualify for each of the numbered items on the Rank Sheet. Attach these additional sheets to the Rank Sheet, but be sure to make a duplicate copy for yourself first. Keep all years' records together in a 3-ring binder, separated by tabs. **You must turn in all your past Rank Sheets.** If you recopy your book, please turn in old pages to be verified.
4. Project leader **must** approve all Rank Sheets and sign them **before** turning them into the County Horse Resource/ Key Leader.

EXPLANATION OF REQUIRED ITEMS

1. Riding Performance Test will be given multiple times each year as announced by e-mail and by annual calendar. Please include a copy of your Performance Test score sheet.
2. Horse Safety Test will be given in conjunction with the Riding Performance Test. Please include a copy of your score on the Safety Test.
3. Attendance must be 80% or better in the year applying for the award. Include attendance at project meetings and arena meetings. Must attend two of the three Sacramento County Wide Horse Project meetings. List each project, arena and County meeting separately. You must list all meetings held and then list which meetings you attended.

4. The 1st Level Test will be given on dates and at locations announced in the UCCE 4-H Newsletter or by e-mail announcement.
- 5., 6. & 7. The 2nd Level Test, 3rd Level Test, and 4th Level Test will be given on dates and at locations announced in the UCCE 4-H Newsletter or by email announcement.
8. Membership on any individual Horse Project Committee. If membership is counted here as No. 8, it **may not** also be counted under Optional No. 2 or 3 below.
9. Must have turned in a Record Book at Community Club Level with Horse Project records for the current year to receive an award. Must attend 6 hours of project instruction per year. Note and explain if record book total is different than required due to instruction #2 related to age or level earned.

EXPLANATION OF OPTIONAL ITEMS

1. Attendance at County, Regional, and State 4-H Horse events such as: Fair Horse Shows, Silver Series, Ranch Tour, Horse Performance Test, Trail Ride, Symposium, State Horse Field Day, State Horse Classic, Educational Contests, etc. to be counted here.
2. Membership on a County, Regional, or State Horse Committee(s)
3. Chairmanship of a County, Regional, or State Horse Committee(s)
4. Attendance at the County Horse Meetings. Three (3) meetings are held each year. List by month attended and place held.
5. Only **one** elected horse related project office per year is allowed to count on Rank Sheet (to count, a project must hold its own separate meetings. Vaulting, Drill team, Judging are examples). To receive credit in this category as a Youth County Horse Program Development Sub-Committee Representative, you must attend Youth Sub-Committee meetings.
6. Only appointed Youth County Horse Program Development Sub-Committee positions count. Offices in any County horse projects, including Horse, Vaulting, Judging, Drill Team, etc. count only in #5 above.

7. Membership on the County 4-H Horse Program Development Committee. Members are to be appointed by the 4-H Office Staff and are expected to attend committee meetings. Additionally youth representatives attending outside organization's board or executive meetings as 4-H Youth Representative promoting the development of 4-H Horse Project in the community can be counted here. Approval will be granted by County Leaders prior to a youth representative's participation in the outside organization- to ensure appropriateness of the participation. Adult supervision required during outside organization meeting participation to conform with youth safety standards.
8. Educational Display Talks or other 4-H presentations (see CA State 4-H Presentation Manual for definitions): must be given on horse related topics only. They can be counted if given before the project group, County, Regional, or State events, Community Club, school, or service clubs. Talks are not considered demonstrations. May only count once per day at any given event. All Educational Display Talks must be prepared by the member and/or members presenting them. Explanation sheet must be **signed and dated by the project leader** and included to receive credit. Virtual submissions will be accepted in lieu of live talks if attendance to live events is limited due to public health concerns, by order of CA State 4-H, etc.
9. A talk written and **prepared before** the meeting date related only to Horse project (may be assigned by leader), not to be part of a Junior/Teen Leader or elected officer responsibility. Must be written, **signed and dated by the project leader**. Must put a copy of the talk behind this page to receive credit.
10. Self directed learning. Research a training method and pick a skill you will teach to your horse. Write a training plan and review it with your project leader prior to beginning. Once your training outline has been developed, implement your plan. Demonstrate your finished skill to your leader. Leader will sign off when successfully demonstrated. Include your signed off plan in this section for credit.
11. Media: Must be **educational or informative** articles for 4-H or equestrian magazines, newspapers, newsletters, or electronic media (i.e. 4-H Flash Newsletter, etc.). May also include creative essays for breed associations or other horse organizations. List date, subject of article, and publication in which it was printed. Must put a copy of each article behind this page to receive credit. If not published, proof of submission must be provided and validated with a project leader's signature or a letter confirming submission by the editor of the publication. Also to include radio, TV, newspaper, or magazine interviews intended for the general public and not the 4-H or equestrian community. Must be personal, in-depth talks or interviews related only to Horses or the 4-H Horse Project. Must describe in detail or provide copy. Radio & TV topics are to be informative and educational; written mediums need to be more in-depth.
12. Junior judge at a County Horse Performance Test. Can count here if not counted as a project for No. 14 below.
13. Judging alongside an adult or by yourself at any Horse show. Must judge **all** classes in a division at the show. List date and location of show and judge with whom you worked. Must have the judge's signature on a class list or on a note and put behind this page. This is **not** a ring steward position.
14. Enrollment in additional County Horse projects (Mountain Horse Camp, Judging, Drill) must have turned in an Annual Project Report Form on the County Project. Give a brief description of activity. Performance Test Judges may count the Judging Project if not counted as No. 12 above. Must include a copy of the Annual Project Report form to receive credit.
15. Participation in LIVE Horse judging contest (halter or performance class) at a County, Regional, or State 4-H horse event. Horse judging at a project meeting is not to count. Must include the judging sheet.
16. Exhibiting a horse or horses at any 4-H Competitive Horse Event, i.e., County Fair, Silver Series, Groom Squad, Competitive Trail Ride, 4-H State Fair Horse Show, or State Horse Classic. List name of horse and year shown. If two or more horses are shown at an event, count only once. If showing in more than three divisions at the same show (Divisions being: Western, English, Gymkhana and Mini/ In-hand) document this and one additional credit will be earned. Virtual horse shows specifically added in this section to be acceptable.
17. Participation in any 4-H horse showmanship class at any competitive 4-H horse show; i.e., County or State Fair, Performance Test, Silver Series, State Horse Classic, or other recognized 4-H shows. Showmanship at project meetings or open horse shows are not to count here. Virtual 4-H horse shows are specifically added in this section as acceptable.
18. Participation in Master Showmanship at County Fair or State Fair only as the Horse Representative. Participating as a member on any National level CA 4-H Horse project related team (Hippology, Demonstrations, Public Speaking, Horse Bowl, Horse Judging).
19. Overall Winner of horse project clean stall, stall decoration contest, or good sportsmanship contest awards at Sacramento County Fair. Member must be a contributing participant for group awards. List date and club name. Showmanship Champion and Reserve Champion at County Fair. Also count any Horse Knowledge Contest State Medalist (Hippology, Demonstrations, Public Speaking, Horse Bowl, Horse Judging).

20. Must receive a Gold Seal on Club Record Book. Must include record book judging sheets to receive credit. Also, credit in this section given if a Star Rank was earned for the record book submitted for the current year. Provide a copy of proof of Star Rank earned.
21. Must be a County, Regional, State, or National winner or medalist on your Record Book in the Horse Project to count. Master Showmanship winner at County Fair, 1st Place at 4-H State Fair Horse Show or State Horse Classic, Silver Series High-Point winner, Jr. or Sr. division winner of County Horse Competitive Trail Ride and Perpetual Trophy winner. Count each event only once per year. Reserve awards do not count. Must include record book judging sheets to receive credit.
22. Mentorship of fellow 4-H members: Youth will provide a summary of the ways in which they have monitored and helped fellow 4-H members during the year. Show significant assistance provided, teaching of topics and skills (Jr and Teen Leadership not included here). Mentorship will be signed off by the project leader if the mentorship actions on part of the youth member are significant enough. This is an "above and beyond" the normal 4-H role demonstrated by youth members. If the project leader does not feel the Mentorship demonstrated has met the necessary level, coaching will be provided in ways the member can try again and be successful in future attempts.
23. Demonstrates substantial and measurable improvement in the horse project: this is demonstrated by a youth member when there is substantial

improvement. Attendance to project and arena meetings allows a leader to observe progress. Examples such as horse riding skills, horse handling skills, training a horse in a way that helps them overcome previous problems or issues, learning a new discipline, and gaining confidence in public speaking and teaching are examples. As listed in the title, the progress should be substantial. Write a summary, discuss it with your project leader. If the project leader agrees the criteria has been met, provide the signed summary for credit.

24. Other Horse project activities not used above, such as project horse shows, clinics, tours, project related community service activities (list hours of attendance), and project fundraisers (if not counted under Required #3 above), etc.
25. Participation or attendance at open horse shows, parades, organized group trail rides, competitive trail rides/ trail trials, etc. Each show or activity must be listed individually by date and place to count. Lessons may be counted once each year per instructor. Only three horse shows per year other than 4-H shows. Trail rides may be counted twice each year. Clinics are counted by date of participation and not by individual clinicians.
26. Completion of one or more years of Junior/Teen Leadership in any project as a Junior/Teen Leader. One project credit given per year. Must turn in a Junior/Teen Leader Report Form in Record Book and include a copy of report to receive credit.

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Revised 9/1/15

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Circle Rank for which you are applying and circle the number of items completed under the column of that Rank.

Performance	Previous Year's	Beginning		Intermediate		Advanced			Completed This	Total All Years
	Totals I	Certificate	Bronze Medal	Silver Medal	Gold Medal	Belt Buckle	Spur Straps	Spur Award	Year II	I + II III
Required:	Number								Number	Number
1. Pass Horse Performance Test		750	800	800	800	800	800	800		
2. Pass Horse Safety Test		75%	80%	80%	80%	80%	80%	80%		
3. 80% attendance at Project, Arena & County Meetings		80%	80%	80%	80%	80%	80%	80%		
4. Pass 1st Level Test		---	80%	80%	80%	80%	80%	80%		
5. Pass 2nd Level Test		---	---	---	80%	80%	80%	80%		
6. Pass 3rd Level Test		---	---	---	---	80%	80%	80%		
7. Pass 4th Level Test		---	---	---	---	---	---	85%		
8. Member on any individual Horse Project Committees		1	2	3	4	6	8	10		
9. Turn in Record Book at Community Club Level with Horse Project Records- see Important Instructions		1	1	1-2	1-2	2-3	2-4	3-5		
Optional - Choice of		7/17	10/18	11/21	13/25	14/26	14/26	17/26		
1. Attendance at County, Regional, and State Horse events		3	6	9	12	15	18	21		
2. Membership on County, Regional, State Horse Project Committee		1	1	1	2	3	4	5		
3. Chairmanship of Project, County, Regional or State Horse Committee		1	1	1	2	2	3	4		
4. Attendance at County Horse Project Meetings.		2	4	6	8	10	12	14		
5. Elected Offices held in Horse Project Groups		1	1	2	3	4	5	5		
6. Appointed Office held on Youth Sub-Committee		---	1	1	1	1	2	2		
7. Appointed Office held on the County Horse Program Development Committee		---	---	---	1	1	2	2		
8. Horse Related Educational Display Talk or presentation		1	3	5	7	9	11	13		
9. Written and Prepared Talks related to Horses		2	4	6	8	10	12	14		
10. Learning: Develop a training plan and demonstrate the skill		---	---	1	1	2	3	4		
11. Media: Written Articles Regarding Horse Subject Matter. Horse Related Radio, TV, Newspaper, & Magazine Interviews or Appearances		---	---	1	2	3	4	5		

Optional - Choice of		7/17	10/18	11/21	13/25	14/26	14/26	17/26		
12. Junior Judge Horse Performance Test		---	---	---	1	1	2	4		
13. Junior Judge Along side an Adult Judge or By Self		---	---	---	---	1	2	3		
14. Enrollment in a County Horse Project: Trail, Drill, Mountain Horse, Judging etc.		1	1	2	2	2	3	3		
15. Participation in Live Horse Judging Contest		1	3	3	4	4	5	6		
16. Exhibiting a Horse at Any Competitive 4-H Horse Show		2	4	6	8	12	14	16		
17. Participation in 4-H Horse Showmanship at Any Competitive 4-H Horse Show		2	4	6	8	10	12	14		
18. Participation in Master Showmanship at the County Fair or State Fair		1	1	1	1	1	1	1		
19. Clean Stall Award (Club), Stall Decoration Contest, or Good Sportsmanship Contest at Sacramento County Fair. Judging Contest or Showmanship Medalist		1	1	1	1	1	1	1		
20. Gold Seal or Star on Record Book		1	1	2	3	4	5	6		
21. County Winner or Medalist in the Horse Project		---	---	1	1	1	2	3		
22. Mentorship of fellow 4-H members		---	---	1	1	2	3	4		
23. Substantial and measurable improvement within the horse project		1	1	2	2	3	3	4		
24. Other 4-H Horse Project Activities		1	3	5	7	10	12	14		
25. Horse Activities other than 4-H		1	3	5	7	9	13	15		
26. Junior/Teen Leader in Any 4-H Horse Project		---	---	---	1 yr.	2 yrs.	2 yrs.	3 yrs.		
Total Items Completed										

Approved by: Horse Project Leader _____ Date _____ Member Signature _____