



2012 South Region Games Rally



March 31, 2012
Barlyn Farm
Covington, GA

Hosted by Piedmont Pony Club

Warning: Under Georgia law, an equine activity sponsor or equine professional is not liable for an injury or to the death of a participant in equine activities, pursuant to chapter 12 of the title of the official code of Georgia.

Organizer: Cathy Utley
utleyhouse@msn.com
(706) 338-9791

Secretary: Allisa Huestis
705 Jefferson River Rd.
Athens, GA 30607
pascovafarm@gmail.com
(404) 386-0545

Closing Date: In Secretary's hand by **Friday, March 16, 2012**. Entries must include full payment of fees written on a club check payable to **Piedmont Pony Club**. Incomplete entries will not be accepted.
Note: Please write the mount's name at the top of the competitor information sheet. Please sign the waiver for delivery without signature on entries sent by express or overnight mail.

Cost: \$350 per team. Individual riders \$70.00.
No refunds after closing date. Entries include \$5 region surcharge per competitor. Medical armbands may be purchased onsite for \$5 and must be worn at all times. In case of rally cancellation after closing date, refunds will be made only if there are surplus funds after paying all rally expenses. Likewise, excess funds will be refunded to participating clubs per South Region Policy.

Teams: Teams will consist of 4 – 5 riders. Individual competitor entries will be placed on scramble teams at the discretion of the organizer on a first come first serve basis. Efforts will be made to scramble every individual competitor. Short teams (4 riders) not wanting to scramble must pay full team fee.

Governing Documents: 2009 Games Competition Rulebook with all addenda & 2012 newsletter
2010 Horse Management Handbook & Rules for Rallies with Addendum A & 2012 Newsletter
USPC and South Region By-laws
Uniform Officiating Rules of USPC, Inc. (HM Handbook & Rules for Rallies; Appendix A)
Note: These documents can be found at www.ponyclub.org/publications.htm

Officials: Frank Horn Chief Judge/President of Ground Jury
Jackie Horn Technical Delegate
Brenda Yike Chief Horse Management Judge
Jennifer Galbraith Provisional Chief Horse Management Judge

Awards: Team ribbons through 5th place, remaining teams receive participation ribbons
Overall Team Horse Management Award through 5th place (two divisions for HM divided by WT teams with advisors and all other teams)
T.J. Noe Games Sportsmanship Trophy---Competitor selected by Horse Management



2012 South Region Games Rally

Directions: Barlyn Farm is located at 3965 Hwy. 138 Covington, GA 30014

From the North on Hwy 81: take Hwy 81 to Hwy 138 in Walnut Grove, turn left on Hwy 138, go approximately 0.2 miles to the farm on the left

From the Hwy 78/10/138 junction in Monroe: travel southwest on Hwy 138 for approximately 7 miles to the farm on the right

From the Atlanta area on I20: take the Hwy 138 exit number 82, turn left and travel approximately 11.6 miles to the farm on the left

Divisions:

Non Qualifying: **Walk-Trot:** 9 years of age or less as of January 1, 2012.

Walk-Trot Advisors: Each Walk-Trot team is required to have at least one Advisor. The Advisor helps in the arena and whenever necessary to assure the members safety. Such assistance might include tacking up ponies, carrying water buckets, setting up tack rooms, leading a pony during a game, and even talking about the game. The Advisor does not pay a fee but will need to complete a competitor release, and wear a medical armband and barn attire. The Advisor should be at least 11 years of age and a D-2 or above.

Qualifying:

Juniors: 12 years of age or less as of January 1, 2012

For Championships, must be at least 10 years of age and at least a D-2 Flat, D-3 Horse Management

Seniors: 15 years old (but not less than 10) as of January 1, 2012.

For Championships, must be at least a D-3 Flat and a D-3 Horse Management

Advanced: Between 13 and 18 years old as of January 1, 2012.

For Championships, all members must be at least a C-1 Flat and C-1 Horse Management

Note: It is permissible in some cases for members to “play-up” to a higher division. Please refer to the 2009 Games Competition Rulebook with all addenda & 2012 newsletter for further criteria for Championships.



2012 South Region Games Rally

- Armbands:** Competitors must wear an armband w/ USPC Medical Card at all times during rally. Medical armbands may be purchased onsite for \$5. Competitors are responsible for furnishing a copy of their medical information.
- Helmets:** **USPC requires that all helmets be ASTM/SEI approved and must contain the ASTM/SEI seal. (USPC Policy 0125.a and 2010 HM Rulebook HM 7a.1, page 7)**
- Jog-Out Attire:** Jog-outs will be Saturday morning. This is the first time the horse and rider will present themselves for inspection to the Chief Judge and Chief Horse Management Judge. Please see the 2010 HM Rulebook for rules concerning attire. (HM 7.e, page 10)
- Games Attire:** Games attire includes white polo shirt (collar); jodhpurs with garters or tiedowns worn with paddock boots or breeches worn with tall boots. Teams are required to supply their own white helmet cover and pinnies.
- Special Instructions:**
1. No change in rating level or division after closing date.
 2. Each team must have only 1 chaperone for the day.
 3. Horses should travel with original Coggins. *Horses crossing state lines should have a current health certificate.*
 4. Signatures on forms must be originals and in blue or colored ink.
 5. Dogs must be on leashes at all times.
 6. **Stalls for the day will not be provided. Horses will be tied to trailers and tack rooms will be set up in trailers.**
- Stabling:** Very limited stabling is available Friday night for those wishing to arrive early. Stalls will be \$15/night and require a refundable \$20 cleaning deposit by personal check. If you are coming in on Friday night, contact the rally secretary for details on stabling.
- Vet & Farrier:** A vet will be on grounds Saturday morning for jog-outs and on call the remainder of the rally. A farrier will be on call for the rally. Payment by the competitor or parent will be due at time of service.
- Concessions:** Lunches will be served on the grounds and must be pre-ordered with rally entry. Please see lunch order form for details.
- Volunteers:** Each team is required to provide a minimum of 3 adult volunteers. Please fill out the volunteer form for specific jobs. **This rally is volunteer intense; we need your help & support to be successful.** For those not familiar with rally jobs, we can find a suitable one for you. Please volunteer. The rally job list will be available Saturday morning.
- T-Shirts:** Rally T-shirts are available for \$18. Please include your order form and payment with club entries. Ordering a T-shirt is optional, but must be pre-ordered.

Lodging: Many options are available for lodging in Conyers approximately 15 miles from Barlyn Farm.

Two of our favorites:

- The Jameson Inn, 1164 Dogwood Dr., Conyers 30012 770-760-1230
- Hampton Inn , 1340 Dogwood Dr., Conyers 30012 770-483-8838

Tentative Schedule

Saturday, March 31

**Competitors may trailer to the farm in the morning prior to the official rally start time.*

8:30 Registration and Packet Pick Up Begins, Volunteer Job Chart posted
9:00 Official Rally Start Time and tack room setup in trailers
9:30 Welcome and Rally Briefing for competitors and parents
10:00 Jogs/Weights and Measurements-all divisions
10:30 Turn-out Inspections Begin
11:15 Game Play Begins (JR/SR)
12:30 Lunch Break (JR/SR) Walk Trot Game Play Begin
2:00 Game Play Resumes (JR/SR)
4:00 Awards

****AWARDS CEREMONY WILL BE HELD AFTER SCORING IS COMPLETED****

At the discretion of the Chief Horse Management Judge, tack rooms may be broken down, and packed up in the period between the final rides and the awards ceremony.

Tentative Games for the South Region Games Rally

<u>Juniors/Seniors</u>	<u>Walk-Trot</u>
Ball and Racket	
Balloon Race	Bending
Bending Race	Carton
Canadian Race	Two-Flag
Fishing*	Mug Shuffle
Five-Flag Race	Ring Race
Hi-Lo Race	Sword
Litter Race*	Tool Box
Mug Shuffle	
Old Sock Race	
Pyramid Race	
Rope Race	
Spillers	
Stepping Stone Dash	
Tool Box	

Tie Breaker: Two-Flag

*Seniors only



South Region Games Rally Entry Checklist

Note:

- All entries must be made through and signed by the DC.
- All forms can be found on the South Region website at www.south.ponyclub.org
- Forms must have original signatures in **blue or colored ink**.
- DC to send all HM Clinic, EBTH, Quiz Rally forms and club check to rally secretary in one mailing.
- Separate entry forms are needed for each Quiz and EBTH team and/or scrambled individual.
- All attending PC members whether competing, volunteering or observing must wear a medical arm band.

Each **competitor** must submit:

- **Competitor Activity/Rally Release**, which includes the following sections:
 - Competitor Activity Rally Release – signed by competitor and parent/guardian
 - Competitor Info – signed by competitor and parent/guardian
 - Code of Conduct – signed by competitor and parent/guardian
- **Volunteer Form** – Quiz teams must have at least two volunteers.
- **T-shirt Order Form** with size indicated
- Check for all fees made out to your Pony Club and forward all paperwork to your DC for club submission

***Each club should submit one consolidated form with the above information summarized for club participants with individual forms stapled behind the consolidated form.**

Each **team** must submit, in addition to the above:

- **Team Rally entry form** – signed by the DC
- **Uniform Chaperone Duties Form** – signed by chaperone

Each **club** must submit

- **In addition to the above original forms from competitor and team:**
 - **Club check breakdown** form
 - **USPC South Region Accounting Summary & Registration Form**
 - **Club check for entry paid in full** made payable to Piedmont Pony Club





COMPETITOR INFORMATION FORM ACTIVITY/RALLY

2012 SOUTH REGION

Please Print Clearly in Blue or Colored Ink



A. COMPETITOR INFORMATION

Name/Rating at Closing Date _____ Age ON Jan 1, 2012 _____ DOB ____/____/____
 Mount Name _____
 Phone (____) _____ Parent/Guardian Cell (____) _____ Region: SOUTH Pony Club _____
 Competitor Email _____ Parent/Guardian Email _____
 Address _____ City/State/Zip _____

B. DIVISION INFORMATION & DISCIPLINE SPECIFIC DETAILS (refer to Rally Information Packet for details & requirements.)

EBTH: _____ Competitor _____ Advisor	Show Jumping: Jr Jumper: _____ JJ-1 _____ JJ-2 _____ JJ-3 _____ JJ-4 _____ DHR _____ LP _____ H1 _____ H2 _____ H3 _____ H4 _____ Qualifying
Quiz: _____ Jr D _____ Sr D _____ Qualifying _____ Jr C _____ Sr C _____ B/H/H-A (2 man team)	Games: _____ Jr _____ Sr _____ Adv _____ Walk/Trot Team Advisor - Rider's Weight _____ Mount's Height in Hands _____ HH - Team Pinnie _____ Qualifying
Eventing: _____ Amoeba _____ Tadpole _____ Qualifying _____ Beg Novice _____ Novice _____ Training _____ Preliminary	Tetrathlon: _____ 8 & Under _____ 10 & Under _____ Pre- Novice _____ Novice _____ Intermediate _____ Jr _____ Sr - Are you willing to share your mount? __ yes __ no - Max Jumping Height (must be consistent with one of the divisions) _____ - Best Swim Time (Meters/Yards) _____ - Do you have your own gun? __ yes __ no goggles? __ yes __ no - Check if dropping down in levels in any phase (200 pt deduction): _____ Swimming _____ Running _____ Shooting _____ Jumping
Dressage: Level you are riding _____ Qualifying List tests you are planning to ride (e.g., "T-1"): - Lower Level _____ Higher Level _____ - Musical Level _____ Pas De Deux? __ yes __ no Quadrille? __ yes __ no Partner(s)? _____	

C. STATE EQUINE LIABILITY WARNINGS

GEORGIA WARNING: Under Georgia law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of Title 4 of the Official Code of Georgia Annotated.	ALABAMA WARNING: Under Alabama law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to the Equine Activities Liability Protection Act.
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D. VERIFICATION

The above information is correct for _____ Activity/Rally. _____
 Signature of Pony Club member _____ Date _____

I/We, the parent(s) of _____ have reviewed the above information and we agree to allow our child to compete in the discipline and at the level as so noted above in the United States Pony Club Activity/Rally.

_____ Date _____ _____ Date _____
 Competitor's Signature _____ Parent/Guardian Signature _____

E. CODE OF CONDUCT

USPC is proud of its reputation for good sportsmanship, horsemanship, teamwork and well-behaved members. The USPC expects appropriate behavior from all members, parents and others participating in any Pony Club activity. Inappropriate behavior may include, but is not limited to: possession, use or distribution of any illegal drugs or alcohol; profanity, vulgar language or gestures; harassment (i.e., using words or actions that intimidate, threaten or persecute other before, during or following Pony Club activities); failure to follow rules, cheating; and abusing a horse. I understand that USPC activities operate under the governance of National, Region and Club By-Laws, Policies and Rulebooks. I understand that I have access to these By-laws, policies and Rulebooks and that it is my responsibility to read them.

Participation in any USPC activity constitutes a release to be photographed and/or videotaped. Said photographs and/or videotapes may be posted, published or broadcast at the discretion of USPC, Inc. USPC utilizes e-mail to communicate with Members, by submitting this application authorization of this form of correspondence is implied.

_____ Date _____ AND _____ Date _____
 Competitor's Signature _____ Parent/Guardian Signature _____

G. CHAMPIONSHIP PLANNING (if eligible) If I qualify for USPC Championships in more than one discipline my preferences in order are:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

F. COMPETITOR ACCOUNTING SUMMARY

ITEM	COST	QTY	TOTAL	T-SHIRT SIZE(S) (if applicable)
ENTRY FEE		X	=	
T-SHIRT(S) 18.00 each		X	=	
Lunch (\$6:00)		X	=	
Stabling (\$15.00) Limited Space				
TOTAL CHECK (payable to Piedmont Pony Club):				



USPC COMPETITOR ACTIVITY/ RALLY RELEASE

Name of Competitor: _____

I **AGREE** for myself, and/or my child, my/our administrators and assigns, in consideration for my, and/or my child's, participation in all United States Pony Clubs, Inc. (USPC) activities (Club, Regional or National) to the following:

- (1) the acceptance of competitor as a participant in the Activity by the United States Pony Clubs, Inc. does not constitute a determination of any nature by the United States Pony Clubs, Inc., it's affiliates, employees and agents ("USPC") that the Activity is suitable, safe or otherwise appropriate, for Competitor, by reason of Competitor having attained any specific USPC Rating Level or otherwise, and that USPC makes no determinations, evaluation, representation or warranty to any such effect,
- (2) they understand the Activity and the jumps, courses and equestrian performances, competitions and activities (mounted or un-mounted) constituting the Activity, any and all of which may, in fact, be more difficult and different than those constituting the jumps, courses and equestrian performances, competition and activities (mounted or un-mounted) used in establishing, testing for and assigning or awarding any USPC (or other organization's) Rating Level,
- (3) they understand that equestrian activities such as the Activity are inherently dangerous and that they accept the inherent risks involved therein (including, without limitation, the risk of injury, death and damage or destruction to or of horses and other property),
- (4) the decision to participate in the Activity, and any evaluation of the Competitor's ability to safely and competently participate therein, has been made at the sole and absolute discretion of the Competitor and Parent(s) and Competitor and Parent(s) accept complete responsibility for such decision and such participation,
- (5) Competitor and Parent(s) have read and understand the policies and regulations governing the United States Pony Clubs, Inc., participation in activities sponsored or operated by it, and specifically the rules of the Activity, and each agree to abide by such rules, as now in effect, and as amended and in effect from time to time hereafter,
- (6) Competitor and Parent(s) understand that failure to adhere to the code of conduct and/or policies and regulations may result in dismissal from the competition or other such action as deemed necessary by the officials of the competition.
- (7) Competitor's entry into this competition constitutes his/her release to photograph and/or videotape and publish and/or broadcast his/her involvement in this competition to USPC.
- (8) Competitor and Parent(s) each hereby release and agree to hold harmless USPC, its officers , agents, representatives as well as the land owner, his heirs, estate, etc. from and against any claims and causes or action, Competitor or Parent(s) (or their respective successors, representatives, heirs or assigns) may have as a result of Competitor's participation in above stated Activity.
- (9) participation in a USPC Activity/Rally is a privilege, not a right, and entry and/or participation may be refused at any time, with or without cause, for any reason, in the sole and absolute discretion of the Regional Supervisor/ Organizer, including but not limited to the determination that the entry and/or continued participation might obstruct the activity and/or reflect adversely on the USPC.
- (10) they expressly assume all risks of harm to competitor or competitor's mount, including harm resulting from negligence of the USPC or the USPC activity, and specifically agree to the applicable state statute/law regarding equine/farm animal activity liability and signed posting (if any), in any state in which competitor participates in a USPC activity. A true copy of the state statues in effect at the time of the execution of this agreement is included and incorporated herein.

X _____
Signature of Competitor - if legal age of majority for the participant's state of residence or emancipated Date

X _____ _____ _____ _____
Signature of Parent (only one needed) Date Signature of 2nd Parent (Optional) Date



Lunch Order

Lunch will be served on the grounds and will be a pork BBQ sandwich, chips, drink and dessert.

Available by pre-order only. \$6 each

Number of Lunches	X \$6 each	Total

T-shirt Order

Rally T-shirts are \$18 by pre-order only.

Size	Number	X \$18 each	Total
YM			
YL			
AS			
AM			
AL			
AXL			

Stabling

***Stabling arrangements must be made with the rally secretary!*

Limited stabling is available Friday night for \$15/night. Include a cleaning deposit for each stall in the form of a personal check for \$20 made out to Piedmont Pony Club. This check will be destroyed if the stall is left clean. Pay for the stabling fee along with other rally fees to your club.

Number of Stalls	X \$15 each	Total





Uniform Chaperone Rules/Duties

Revised and effective November 10, 2009

To be completed by the Chaperone and turned in with rally entry.

Chaperone duties shall include:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. The primary function of the “Official Team Chaperone is to ensure that there is a contact person for each team or individual present and on grounds for the duration of the competition. Team Chaperones must be available to Rally Officials and team members at all times. 2. Have copy of and be familiar with the rules for the competition (Discipline Rulebook) and the current edition of the Horse Management Handbook and Rules for Rallies. <i>Rulebooks can be downloaded from the USPC website at www.ponyclub.org</i> 3. Uphold USPC Policy 0500 Drug/Alcohol/Tobacco. Chaperones must refrain from using alcohol or other substances when they are serving in their “official capacity” as team Chaperone. Refer to USPC website www.ponyclub.org for full policy statement. 4. Be present and available to Rally Officials and all team members for the duration of the competition. 5. Delegate duties of the team Chaperone to another responsible adult if for any reason you should have to leave the competition grounds during the hours of competition making it clear that they are to respond to Rally Officials and any team members in your absences. | <ol style="list-style-type: none"> 6. Be sure to have a means of contacting parents or designated responsible person for all team members in the event that you should need to contact them during the hours that you are responsible for those team members (hours of competition). 7. Have a means of contacting all team members and the parent or responsible person for those hours after competition and when not on competition grounds (evening/nights). 8. Administration of medications is the sole responsibility of the parent/guardian. 9. Be familiar with the effects of heat and humidity and the potential risk for heat related illness. Take an active role in helping to keep all team members well hydrated; the importance of hydration cannot be overstated! Take every opportunity to encourage water breaks. Refer to the Uniform Officiation Rules found in the Horse Management Handbook and on the USPC website www.ponyclub.org 10. In cases of Scramble Teams, the Competition Organizer will determine the “Official Team Chaperone”. 11. Be aware that USPC Members are required to wear a current, up-to-date USPC Medical Card on their arm at all USPC activities. |
|--|---|

I have read and understand the duties of a Chaperone as listed above.

Name of Chaperone

Signature

Date

(_____)_____
Cell Phone Number

Chaperone for the above Club/Regional team or individual



Uniform Chaperone Rules/Duties

Revised and effective November 10, 2009

This page is intended for the use of the team Chaperone.
It should not be sent in with team competition entry.

Definition of Chaperone:

For the purpose of all USPC Competitions each team, or in situations that an individual should be entered, there will be a designated "Official Team Chaperone". In the situation of scramble teams the Official Team Chaperone(s) will be appointed by the Rally Officials and will be so noted in the Rally program as such. The role of this person is to give the Rally Organizers a responsible adult to contact for any needs and to give the team members a contact to assist them as may be indicated and allowed.

Hours for tour of duty are.....

The Official Team Chaperone is responsible for team members during the hours of competition and on competition grounds only (from arrival on grounds until departing rally ground at beginning and end of each day of competition).

Transportation, driving and lodging...

Decisions to allow a Competitor to drive or not, who they can or cannot ride with, who they can or cannot have in a vehicle that they are driving, where they stay at night and with whom they stay, and who is to be responsible for a Competitor are all decisions that must be made by the parent/legal guardian if a minor. These decisions are not a decision of the USPC, any Region, Club or Rally Organizer. Specific arrangements must be made by and between the parent/legal guardian and the adult assuming any of these responsibilities in the absence of the parent/guardian.

Helping your team to succeed:

Initiate contact with all team members prior to leaving for the competition. In cases of Scramble Team members, request contact information from the Rally Secretary. Share this information with team Captain and/or Stable Manager (SM).

Encourage the team to have meetings prior to leaving for Rally. Be sure all members of a Scramble Team are included in the decision making process, either by email or phone contact, if a distance away. Discuss team equipment, review all rules that apply and any decisions regarding snacks, drinks, plans for meals, etc. Determine how the team members plan to provide snacks and drinks (i.e., each team member contribute a sum of money to a pot or each member is assigned specific items to bring.) If each is contributing money, it must be collected before the Rally. Be sure you know who is bringing cooler(s), so you can avoid the quick trip to the local store.

Plan arrival time at the competition site and any details such as arrangements for ordering bedding, if needed, and who is assigned to do this (again collect money in advance if needed).

On the first day of the Rally, gather the team together before they separate for the night and make plans for the next day. Include a review of their competition schedule and how they can best work together to help each other prepare for Turnout Inspections. Determine a regular meeting place and plan to have a scheduled discussion session at the end of each day of competition. Take this opportunity to offer words of praise, acknowledge their accomplishments and encourage the sense of teamwork and team building. Guide the team towards constructive criticism and steer them away from finger pointing. Have the team make plans for the next day concerning time they will arrive on the competition grounds, who will feed horses the next morning, who will re-supply the tack room cooler with ice, drinks and snacks (get requests for drinks/snacks) and make the plans for lunch. Be sure any plans for cooler and/or lunch delivery follow any requirements as stated in the Competition Entry Packet (Neutral Zone) and they understand the plan. Have the team leave with a plan for the next day in place before they go off for an evening of relaxation.

Next two sections to be completed by DC of Club





USPC South Region Team Entry Form - Rallies



Team Name/# (if sending more than 1 team): _____

Pony Club: _____

Discipline: EBTH Games Dressage Quiz Show Jumping Eventing Tetrathlon

**Use abbreviations from appropriate Competitor Information Packet to indicate division. Test and/or level for the discipline.
Note: Tet competitors are entered as individuals. They will be scrambled on teams with others in their division.

CAPTAIN QUALIFYING?	COMPETITOR'S NAME	AGE ON JAN 1st	RATINGS ON CLOSING DATE HM / Mounted	DIVISION / LEVEL**		GAMES		MOUNT (Must match name on Coggins)	CLUB ACCOUNTING SUMMARY (DC use only)						OFFICE USE ONLY			
				SEE COMP INFO PACKET FOR LEVELS OFFERED	LIST SPECIFIC DRESSAGE TESTS FROM INFO PACKET	COMPETITOR WEIGHT	MOUNT'S HEIGHT		ENTRY FEE	SHAVINGS	T-SHIRT \$	T-SHIRT SIZE	OTHER	INDIVIDUAL TOTAL	RALLY RELEASE	COGGINS	COMP #	
<input type="checkbox"/>			/															
<input type="checkbox"/>			/															
<input type="checkbox"/>			/															
<input type="checkbox"/>			/															
<input type="checkbox"/>	Stable Manager OR 5 th Rider for Games		/															
FINANCIAL TOTALS:																		
Chaperone				Chaperone cell phone number										Signed?				
Coach - SJ (required); Tet & Eventing (optional)				Coach cell phone number										Signed?				

- Are you willing for a short team to be scrambled? Yes No (If 'No', you must enclose full Team Entry fee.)
- As DC of _____ Pony Club, I certify that each of these competitors and their mounts are eligible to compete safely in the areas indicated above.

 DC Signature: _____ Date _____ Email _____ Phone _____

▪ Alternate contact: _____
 Name _____ Email _____ Phone _____

OFFICE USE ONLY Postmark/Rec'd: _____ Check #/Amt: _____ Notes: _____