

Agriculture and Natural Resources  
1062 Agricultural Sciences Bldg.  
PO Box 6108  
Morgantown, WV 26506-6108  
Phone: (304) 293-6131, ext. 4238

January 5, 2007

## MEMORANDUM

TO: Agents Responsible for 4-H

FROM: Jean M. Woloshuk  
Extension Specialist, 4-H Youth Agriculture

SUBJECT: 2007 State 4-H Shooting Sports Instructors' Training Weekend

This letter is in regards to the 2007 State 4-H Shooting Sports Instructors' Training Weekend. Please read this information carefully to start your planning for the event and follow-up with the information needed for pre-registration. Please share the information with your co-workers who may have an interest in the program.

**Please note the following in certification requirements: All participants attending the weekend training, must successfully complete the instructor training sessions administered by the State 4-H Shooting Sports Committee and demonstrate competent knowledge of curriculum material and instructional techniques to be measured through a written test and teaching practicum. A minimum score of 70% is required on the test and practicum.**

The event will be held in conjunction with the State 4-H Volunteer Leaders' Crafts and Camping Weekend, February 23-25, 2007 at WVU Jackson's Mill. **The event is a separate event and will overlap with the Volunteer Leaders' Crafts and Camping Weekend schedule - except for meals.** Therefore, Shooting Sports participants will not be able to participate in other Volunteer Leaders' Crafts and Camping Weekend activities. Participants need to understand this prior to registering for the State 4-H Shooting Sports Instructors' Training Weekend.

The purpose of the State 4-H Shooting Sports Workshop is to certify adult volunteer leaders who wish to become instructors to teach in their respective counties. Adult volunteer leaders over 18 years of age (must be 18 years of age on or before January 1, of the current year). Each person attending can be certified in only one area of competency at this workshop. Each participant can only register for one of the following disciplines: Air Pistol, Air Rifle, Archery, Wildlife Conservation, Shotgun and Black Powder. **A minimum of 5 persons per discipline is required to offer the discipline and avoid cancellation. A participant must attend all sessions to become certified.** The instructor in each class reserves the right not to certify a person if he/she feels the candidate will not be a competent instructor. Each participant should bring outdoor clothing to cope with rain or cold weather. All equipment needed for each discipline will be furnished.

The cost for the weekend is \$85.00, for full-time residents (meals, breaks, and dorm lodging). The cost for the weekend of a full-time participant with meals, breaks, and no lodging (commuting) is \$63.00. Each County is allowed a total of \$50.00 in scholarship money for the combined VLW Crafts & Camping & 4-H Shooting Sports Instructors' Training Weekend. The allocation of this money will be done by the Extension office. Simply add up the amount due from your county and subtract \$50.00 from that amount, sending the balance due. This allows us to better track who is getting scholarships. Obviously, you can decide who gets the money in the county by what you collect from each individual. This \$50.00 is to be used for both those attending VLW-CC and State 4-H Shooting Sports Instructors' Training Weekend. The deadline for scholarships for this event is February 9, 2007.

All checks must be made payable to **West Virginia University Foundation, Inc.** and include the social security number, daytime phone number, and home phone number of the person who signs the check. Completed forms are to be mailed to: **2007 State 4-H Shooting Sports Instructors' Training (VLW-CC), 601 Knapp Hall; P.O. Box 6031, Morgantown, WV 26031-6031.** Also enclosed is a Voluntary Adult Health Statement that is to be completed and signed by the adult participant. This form is due with the other registration forms. This information will be kept confidential and destroyed following the event.

The tentative schedule for the weekend is as follows:

***Friday, February 23, 2007***

Prior to the start of our program at 7:00 p.m., all participants upon arrival at WVU Jackson's Mill should report to the registration office for meals and lodging information.

- |           |  |
|-----------|--|
| 7:00 p.m. | General Assembly - WV Building   |
|           | <ul style="list-style-type: none"><li>• Welcome</li><li>• Why am I Here?</li><li>• 4-H Philosophy on Shooting Sports</li><li>• Home Firearms Safety</li><li>• Risk Management</li><li>• Announcements</li><li>• Meet Instructors Range Etiquette</li></ul> |
| 9:45 p.m. | Refreshments   |

***Saturday, February 24, 2007***

- |                |  |
|----------------|--|
| 7:30 a.m.      | Breakfast - Dining Hall  |
| 8:30 a.m.-noon | Discipline Instruction (Break determined by Discipline Instructor)                     |
| 12:15 p.m.     | Lunch - Dining Hall  |
| 1:30-5:00 p.m. | Discipline Instruction (Break determined by Discipline Instructor)                     |
| 6:00 p.m.      | Dinner - Dining Hall   |
| 7:00 p.m.      | Discipline Instruction   |
| 8:30 p.m.      | General Assembly - WV Building   |
|                | <ul style="list-style-type: none"><li>• Ages and Stages of Youth Development</li></ul> |
| 10:45 p.m.     | Refreshments   |

***Sunday, February 25, 2007***

- |                |  |
|----------------|--|
| 8:00 a.m.      | Breakfast – Dining Hall                      |
| 8:30 a.m.-noon | Discipline Instruction/Wrap-up - WV Building |
| Noon           | Homeward Bound                               |

If there are questions, please contact me at (304) 293-6131, ext. 4238. Thanks for your support and cooperation.

JW/bc

Enclosures: 2007 State 4-H Shooting Sports Instructors' Training (VLW-CC) Registration Form  
Adult Voluntary Health Statement

c: State 4-H Shooting Sports Committee  
Travis Henline/Karen Wilfong  
Jeff Orndorff  
Debbie McDonald  
Jennifer Williams  
Marsha Price

## STATE 4-H SHOOTING SPORTS INSTRUCTORS' TRAINING WORKSHOP

State 4-H Contact: Jean Woloshuk

**PURPOSE:** To certify adult volunteer leaders who wish to become instructors to teach in their respective counties. Each person attending can be certified in only one area of competency at this workshop.

### WHO CAN ATTEND:

Adult volunteer leaders, over 18 years of age (must be 18 years of age on or before January 1, of the current year). Agents must sign the pre-registration form to verify participants. All participants attending the weekend training, must successfully complete the instructor training sessions administered by the State 4-H Shooting Sports Committee and demonstrate competent knowledge of curriculum material and instructional techniques to be measured through a written test and teaching practicum. A minimum score of 70% is required on the test and practicum.

**WHEN:** Feb. 23-25, 2007

**WHERE:** WVU Jackson's Mill

### COST:

**\$85.00** for full-time participants (All meals Saturday and Sunday Breakfast, breaks, and dorm lodging) or \$63.00 for part-time participants with meals (all meals on Saturday and Sunday Breakfast and breaks) and no lodging (commuting).

**Scholarships** - each county is allowed a total of \$50.00 in scholarship money for this combined event. The allocation of this money will be done by the Extension Office. Simply add up the amount from your county and subtract \$50.00 from that amount, sending the balance due. This \$50.00 is to be used for both those attending VLW – Crafts Camping and State 4-H Shooting Sports Instructors Training Weekend.

**Please make checks payable to:** WVU Foundation, Inc.

**Mail to:** 2007 State Shooting Sports Instructors Training & (VLW-CC) Weekend, 601 Knapp Hall, PO Box 6031, Morgantown, WV 26506-6031.

### REGISTRATION:

Prepaid registration will be required. The postmarked deadline is Friday, February 9, 2007.

**REFUNDS:** Request must be in writing and must be postmarked, emailed or faxed to Knapp Hall by February 23, 2007. There will be a \$15.00 Processing Fee For All Refunds. If payment was made by check, the WVU Foundation requires the name, SSN, and telephone number of the person who signed the check in order to process a refund. To facilitate your refund, please include this information in your written cancellation. **NO REFUNDS** will be made for no-shows!

**PROGRAM:** The program will start on Friday evening and close before noon on Sunday. The detailed program will be mailed at the appropriate time. A participant must attend all sessions to become certified. The instructor in each class reserves the right not to certify a person if he/she feels the candidate will not be a competent instructor. Members of the State 4-H Shooting Sports Committee will be teaching workshops.

Return this form and payment to your agent by the date specified.

STATE 4-H SHOOTING SPORTS
INSTRUCTOR TRAINING
WVU JACKSON'S MILL February 23-25, 2007

Please PRINT! Fill in all items not marked CONFERENCE OFFICE USE. Obtain your agent's signature before mailing this form.

FIRST NAME: LAST NAME: ADDRESS: COUNTY: CITY: STATE: ZIP: HOME PHONE: DAY PHONE: GENDER: MALE FEMALE E-MAIL ADDRESS:

CHECK HERE IF YOU HAVE MADE ARRANGEMENTS FOR PRIVATE LODGING.

CANCELLATION/REFUND POLICY: CANCELLATIONS MUST BE MADE IN WRITING AND E-MAILED/ FAXED/ POSTMARKED TO KNAPP HALL BY FEBRUARY 23, 2007. NO REFUNDS FOR NO-SHOWS!!!

Check the one program in which you will certify:

Air Pistol Air Rifle Archery Black Powder Shotgun Wildlife Conservation

Conference Packages:

Full time resident includes lodging, meals & breaks \$85.00 Full-time commuter includes meals & breaks, no lodging \$63.00 Amount of scholarship (if any): Amount due:

MAKE CHECKS PAYABLE TO: WVU Foundation, Inc., OR INCLUDE CREDIT CARD INFORMATION FORM

EXTENSION AGENT VERIFICATION: This person has completed a Volunteer Application Form and it is on file in the county office.

Agent's Signature: Date:

RETURN TO: WVU Extension Service, 601 Knapp Hall, PO Box 6031, Morgantown, WV 26506-6031 fax: 304-293-7599

CONFERENCE OFFICE USE Check Visa MasterCard Discover Diners Club Money Order Payment Name: Amt. Due Payment Number: Amt. Received Expiration Date: Balance Due Signature: Refund Due: