

TO: Persons Responsible for 4-H Youth Horse Programs

FROM: David Lindsay, 4-H Youth Equine Educator
lindsa75@msu.edu

RE: Information Packet, Michigan 4-H State Horse Show & Symposium, August 14-17, 2025

Enclosed:

- Guidelines for Involving Proud Equestrian Program at the State 4-H Horse Show
- State 4-H Horse Show Volunteer Application
- County Summary Sheet (to be submitted from each county)
- Instruction & General Information for delegates including class list and schedule
- **Volunteer slots MUST be filled before you receive the Registration Link for 2025**

New last year – qualified youth will make entry using an online system. County staff will be provided with a link for the online form and is responsible for providing this link to all approved/qualified youth. Counties must not exceed their quotas and will be required to complete and submit the Country Summary sheet. We encourage counties to have a delegate orientation before the show, if possible. **All entries must be completed by July 15 at 11:59 p.m. by youth participants.** Entry information on alternates is required and should be completed WITH ALL OTHER ENTRIES (Alternates select pay by check to pay later if they attend). If a substitution is necessary a County staff member must contact our office by Monday, August 4, 2025. County staff should submit the Summary Sheet no later than July 17 (**emailed preferred** to lindsa75@msu.edu).

RULES AND CONDUCT will be based on the Delegate Information Packet & the Revised 2022 Horse and Pony Project Show Rules and Regulations. A copy of the revised regulations is available at: http://www.canr.msu.edu/ans/extension/horse_youth_programs

MINIATURE HORSE EXHIBITORS! Please note that the 2025 State 4-H Miniature Horse show will be held during the State 4-H Horse Show on Friday, August 15, 2025 in the South Barn at the MSU Pavilion. You can qualify and attend with both divisions (Miniature Horse and light horse). Miniature Horse exhibitors are not counted in the quota for each county.

PLEASE DISTRIBUTE THE FOLLOWING TO EACH EXHIBITOR:

- **Link for the online Exhibitor Entry**
- **Delegate Information Packet**

ALL PARTICIPANTS SHOULD BE PROVIDED THE COMPLETE DELEGATE INFORMATION FOR REVIEW BEFORE COMPLETING ENTRY FORM AND BE GIVEN A COPY FOR THEIR REFERENCE!

ENTRIES WILL BE ACCEPTED FROM INDIVIDUAL EXHIBITORS that have met the qualifications and approved by the County staff. Staff must confirm that each exhibitor has properly completed their 4-H enrollment for 2025. Staff will distribute the appropriate link for youth to submit entry. Youth should be provided with staff email addresses to include on their entry. Your county is responsible for selecting its own State 4-H Horse Show participants according to local criteria. Your county

quota has been provided to your County Extension Office. Counties are encouraged to use "Guidelines for Selecting State 4-H Horse Show Delegates" included in this packet. **All horses exhibited at the State 4-H Horse Show should be the youth's project animal, designated as such at the beginning of the current year's qualifying period (as determined by your county program).**

A completed **County Summary Sheet** must be submitted as well as all volunteer applications. Please confirm that all volunteers are at least silver status. **Volunteer applications must be submitted BEFORE your county will receive the Registration Link.**

Exhibitors may enter a maximum of seven classes. Four of these classes can be from the Show section of classes (rail and leading classes.) The other three classes must be chosen from the Symposium section of classes corresponding to the day youth exhibit their horse. MSU Extension staff members **and** exhibitors are responsible for ensuring correct entry information. County staff **MUST** fill out the delegate form so State 4-H Horse Program staff can ensure the correct delegates get entered. Be sure to include alternates on the delegate sheet so they will be included. IF there are any entries made by individuals who are NOT on the county delegate sheet, their registration will be deleted. There is no penalty for not sending the maximum allowed delegates. PEP Program entrants and Miniature Horse exhibitors are not included in county quotas but must be included on the county delegate sheet.

ENTRY FEES: Counties are responsible for ensuring that all fees are forwarded to the appropriate account. All fees must be received from counties by July 15. Entry fees are **NON-REFUNDABLE**, even in cases of inclement weather, sick or injured horses, etc. **Credit Card payment is REQUIRED.** ONLY ALTERNATES WILL BE ALLOWED TO PAY VIA CHECK. Paying by check **MUST BE APPROVED** by the 4-H Equine Educator. If you have questions about how to handle checks/payment, please contact David Lindsay, 4-H Equine Educator at lindsa75@msu.edu

COGGINS TESTS: A negative 12 Month Coggins Test (No earlier than August 19, 2024) is required for participation at the State 4-H Horse Show. A pdf/jpg copy of a current coggins test must be included with each entry. In addition, per State of Michigan law, horses must travel with the coggins test and be prepared to show it at the check-in table.

EXTRA STAYS: Exhibitors who need to arrive before their designated check in time or need to stay over after completing their show section must call or email our office for approval (David Lindsay at lindsa75@msu.edu or 517-353-1748. A \$25.00/day fee will be charged to others requiring extra stay – **but only after approval from the State office.** *Ranch Division Day Exhibitors WILL NOT be allowed to stay through the weekend.*

Exhibitors must still arrive DURING a scheduled check-in time. FOLLOWING THIS PROCEDURE IS ESSENTIAL TO ENSURE ENOUGH STALLS ARE ALLOTTED FOR YOUR COUNTY.

AGE: Exhibitor age will be determined as of January 1, 2024. Horse ages are determined as of December 31, 2024.

Junior Exhibitors – 12-15 years of age
Senior Exhibitor – 16-19 years of age
Miniature Horse Exhibitors – 11-19 years of age

VOLUNTEER INFORMATION must be complete and sent before a Registration link will be sent. This information must be received, or entries will not be accepted. Counties submitting entries to the State 4-H Horse Show are responsible for providing show silver or gold level volunteers to assist with the show. Each county must send at least one adult volunteer. Depending on volunteer quota, if additional volunteers are required not more than 2 teen volunteers may be sent by each County. A teen for this volunteer purpose is a young person age 15 or over.

Please note that volunteer requests for preferred time and ring cannot be guaranteed – read the information carefully. These volunteer quotas are based on the county show quotas, therefore if quotas are not filled volunteer numbers can be reduced accordingly. Counties who do not fulfill their volunteer quotas will be subject to reduced show member quotas. Complete and accurate email address is needed. Please note that county volunteers will be credited as helpers only if they are pre-registered and check in and register the morning of the show on the day in which they have been assigned.

GUIDELINES FOR SELECTING STATE 4-H HORSE SHOW DELEGATES

These guidelines were developed using information provided by the State 4-H Horse Show Programming Committee and a survey sent to each county 4-H horse program in Michigan. County 4-H Horse Committees are encouraged to use this document as a guideline in developing their own written selection system. Counties should outline their objectives before designing their own selection procedures.

OBJECTIVES

For exhibitors to be outstanding representatives of their county's 4-H horse program while developing positive life skills, leadership experiences, good sportsmanship and other desirable character traits to make them successful individuals.

- For exhibitors to experience the pride and responsibility of caring for a horse, including learning good management practices with their project.
- For exhibitors to gain skills in horsemanship, show ring etiquette and horse handling safety.
- For exhibitors to meet other 4-H members, leaders and families from around the state.
- For exhibitors to compete on a statewide level.
- For exhibitors to increase their skills & knowledge in horse show management, the horse industry, communications and community service.

RECOMMENDATIONS

1. Selection of participants should be based on:
 - a. Show performance with their project at designated county shows/fairs
 - b. Club participation and performance
 - c. Participation in non-competitive aspects of their 4-H project area. (ex. Community service projects, Mentoring programs, Teen Leader roles, “horseless” horse activities, regional and state level opportunities such as Exploration Days, Teen Leader Workshops, State Programming Committees)
 - d. Participation in other county, regional, and state competitive horse activities such as State 4-H Horse Award process, Horse Judging, Hippology, Photography, Art
 - e. Record-keeping ability and performance
 - f. Positive attitude and good sportsmanship
 - g. Ability to perform adequately in classes they will be participating in at State 4-H Horse Show

2. Counties should consider providing activities:
 - a. Where only county members participate
 - b. That include all classes that are offered at the State 4-H Horse Show (for which the county has interested and eligible members)
 - c. That include a point system for all aspects of the selection process (developed by a county committee) to assist in selecting delegates
 - d. That exhibit the member's overall horse knowledge
 - e. Officiated by Michigan 4-H Horse Judges
3. Members and their projects must meet State 4-H Horse Show guidelines.
4. Additional factors to be considered:
 - a. Preference given to members in their last year of 4-H because of upper age limits
 - b. Whether a member has exhibited at the State 4-H Horse Show previously
 - c. The need for a distribution of delegates from throughout the county
 - d. The member's club and recordkeeping performance (as previously mentioned)
5. Selecting county delegates to the State 4-H Horse Show should be a cooperative decision made by County Extension staff and a County 4-H Horse Adult & Teen Leader Committee. Members and leaders should know well in advance of delegate selection what selection methods will be used. The knowledge the member has gained should be emphasized. Exhibiting at the State 4-H Horse Show should assist in evaluating the member's progress rather than be the major project emphasis.

COUNTY HORSE & PONY QUOTAS - 2024 STATE 4-H HORSE SHOW

The quota for 2025 is based on 2023/2024 county enrollments in the 4-H Horse and Pony Projects.

NOTE-Miniature Horses & PEP exhibitors are not counted in the quota.

The show formula is as follows:

23/24 county enrollment # X 0.15 = # of delegates

EXAMPLE

35 enrolled for 23/24 X 0.15 = 5 delegates

Alternate formula:

of delegates X 0.25 = # of Alternates

EXAMPLE

5 delegates X 0.25 = 1 alternate

County	2023/24 Enrollment Numbers	Delegate #	Volunteer #	Alternate #
Alcona	5	2	1	1
Alger	2	1	1	1
Allegan	95	15	4	4
Alpena	28	5	2	1
Antrim	1	1	1	1
Arenac	9	2	1	1
Baraga	0	1	1	1
Barry	94	14	4	4
Bay	45	7	2	2
Benzie	0	1	1	1
Berrien	109	17	4	4
Branch	132	20	5	5
Calhoun	95	15	4	4
Cass	242	36	6	9
Charlevoix	8	2	1	1
Cheboygan	7	2	1	1
Chippewa	13	2	1	1
Clare	13	2	1	1
Clinton	43	7	2	2
Crawford	1	1	1	1
Delta	10	2	1	1
Dickinson	40	6	2	1
Eaton	101	15	4	4
Emmet	49	7	2	2
Genesee	84	13	3	3
Gladwin	35	5	2	1
Gogebic	8	2	1	1
Grand Traverse	46	7	2	2
Gratiot	51	8	2	2
Hillsdale	83	13	3	3
Houghton/Keweenaw	6	2	1	1
Huron	31	5	2	1
Ingham	128	20	5	5
Ionia	40	6	2	1
Iosco	36	5	2	1
Iron	0	1	1	1
Isabella	70	11	3	3
Jackson	56	8	2	2
Kalamazoo	108	16	4	4
Kalkaska	5	2	1	1
Kent	67	10	3	3

County	2023/24 Enrollment Numbers	Delegate #	Volunteer #	Alternate #
Lake	0	1	1	1
Lapeer	36	5	2	1
Leelanau	10	2	1	1
Lenawee	199	30	6	8
Livingston	86	13	3	3
Luce	1	1	1	1
Mackinac	7	2	1	1
Macomb	118	18	4	5
Manistee	3	2	1	1
Marquette	11	2	1	1
Mason	4	2	1	1
Mecosta	86	13	3	3
Menominee	13	2	1	1
Midland	152	23	5	6
Missaukee	1	1	1	1
Monroe	201	30	6	8
Montcalm	104	16	4	4
Montmorency	5	2	1	1
Muskegon	36	5	2	1
Newaygo	122	18	4	5
Oakland	148	22	5	6
Oceana	27	4	1	1
Ogemaw	0	1	1	1
Ontonagon	1	1	1	1
Osceola	89	13	3	3
Oscoda	0	1	1	1
Otsego	18	3	1	1
Ottawa	103	15	4	4
Presque Isle	3	2	1	1
Roscommon	3	2	1	1
Saginaw	71	11	3	3
Sanilac	106	16	4	4
Schoolcraft	0	1	1	1
Shiawassee	61	9	3	2
St. Clair	176	26	6	7
St. Joseph	135	20	5	5
Tuscola	97	15	4	4
Van Buren	94	14	4	4
Washtenaw	113	17	4	4
Wayne	43	7	2	2
Wexford	1	1	1	1

STATE 4-H HORSE SHOW VOLUNTEER WORK EXPERIENCE

OBJECTIVE: To provide members and leaders with an opportunity to observe and assist in the operation of the State 4-H Horse Show.

QUOTA SYSTEM: A minimum of one adult volunteer and not more than two teen volunteers - according to the following quota system are required from each County. Volunteers will **only** be credited to their county's quota system if they check in and register at the show. **Counties who do not fulfill their help quotas will be subject to reduced show member quotas in future years. See County Quota listing for county volunteer numbers.**

0-4 delegates	1 helper	5-8 delegates	2 helpers
9-13 delegates	3 helpers	14-18 delegates	4 helpers
19-23 delegates	5 helpers	24+ delegates	6 helpers

The show will begin at 9:00 a.m. each day, volunteers should plan to check-in and be present for an orientation meeting that will be held at 7:45 a.m. in Classroom D at the Pavilion for Agriculture and Livestock Education (4301 Farm Lane, Lansing, MI). **If you would like to come early or stay over 1 day to fulfill the volunteer quota, a limited number of approvals will be made, however the extra stalling fee of \$20 will be required, as well as approval number from the State Office.**

Please complete the enclosed application form and return it to your County staff before the entry deadline. Applications are due to, with the State 4-H Horse Show County Summary, to the Equine Extension Educator by **JULY 17, 2024** (postmark or email by July 17 to lindsa75@msu.edu). Volunteers will be notified of their assignments by email. **Horse Show entries will not be processed by the state office until the required volunteer information is received from the County.**

Please remember – you are requesting a preferred arena and day (you cannot request a preferred shift/time) – It is not always possible to grant the specific ring you requested. A letter with your assignment will be sent via email prior to the show. Keep in mind – if you are attending the show and are the only “helper” for a young person showing – you will not make a good volunteer on the day your young person shows. Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be affected for future State 4-H Horse Shows.

Volunteer positions include gates, ribbons clerk, make-up ring clerks, t-shirt sales area, ring stewards, raking, ring set up and many more opportunities.

The State 4-H Horse Show hosts over 600 youth participants over the 3 days of the show, **we greatly appreciate and rely on the assistance of a large number of volunteers to make the State Horse Show a success.**

Volunteer Schedule*:

***YOU DO NOT GET TO CHOOSE YOUR SHIFT TIME.** These are provided for your information only. There is only orientation ONCE per day, each morning at 7:45am.

Orientation Meeting	Thursday	Friday	Saturday	Sunday
A.M. Shift	7:45 a.m. & 1:45 p.m.	7:45 a.m. & 1:45p.m.	7:45 a.m. & 1:45 p.m.	7:45 a.m. & 1:45 p.m.
P.M. Shift	8:45-2 p.m.	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.
H. Hack/Dressage Rail	1:45 - 6:00pm	1:45 - 6:00 p.m.	1:45 - 6:00 p.m.	1:45 - 6:00 p.m.
Trail (2 shifts)			8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Dressage (2 shifts)			8:45 – 12:30 p.m., 12:30 – 4:30	
			8:45 – 12:30 p.m., 12:30 – 4:30	

2025 State 4-H Horse Show - State 4-H Horse Show Volunteer

Please remember- you are **requesting** a specific day and a preferred arena- it is **not always possible** to grant the specific ring you requested. A letter with your assignment will be sent prior to the show. Volunteers will need to stay at their assigned location for several hours without an opportunity to visit other locations on the grounds during your assigned time.

Please return this form to your county Extension office ASAP. County staff will verify adult volunteers as at least silver status.

Be sure to give complete and accurate email.

Name	County	
Address	City	Zip
Telephone	Email REQUIRED	

Please check one:

Teen volunteer (15 yrs & older) Birth date: _____
 Adult volunteer - **If you have a youth showing, please provide their name:** _____

Please choose the day & arena you prefer: Volunteers are critical to the success of this show and we appreciate your help!

Thursday	East Arena	Indoor Arena	Trail Arena		
Friday	East Arena	Indoor Arena	Mini Arena		
Saturday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage
Sunday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage

Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be affected for future State 4-H Horse Shows.

Once assignments have been made – the tentative Volunteer Schedule will be as follows:

Volunteer Schedule*:

*YOU DO NOT GET TO CHOOSE YOUR SHIFT TIME. These are provided for your information only.

There is only orientation ONCE per day, each morning at 7:45am.

	Friday	Saturday	Sunday
Orientation Meeting	7:45 a.m.	7:45 a.m.	7:45 a.m.
A.M. Shift	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.	8:45 – 2:00 p.m.
P.M. Shift	1:45 - 6:00 p.m.	1:45 - 6:00 p.m.	1:45 - 5:00 p.m.
H. Hack/Dressage Rail		8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Trail (2 shifts)		8:45 – 12:30 p.m., 12:30 – 4:30	8:45 – 12:30 p.m., 12:30 – 4:30
Dressage (2 shifts)		8:45 – 12:30 p.m., 12:30 – 4:30	8:45 – 12:30 p.m., 12:30 – 4:30

**STATE 4-H HORSE SHOW
COUNTY SUMMARY SHEET/PAYMENT FORM**

DUE: JULY 17, 2025 (email preferred)

TO: Equine Extension Educator
State 4-H Horse Show
474 S. Shaw Lane
East Lansing, MI 48824-1224
Lindsa75@msu.edu

County _____

Please list the names of all county delegates and alternates below.

Entry Fee: \$65 per delegate - do not submit entry fee(s) for alternate(s).**

	Name of Delegate (Confirm Enrollment)	Day Exhibiting (Thur,Fri, Sat or Sun)	Delegate or Alternate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
	Totals		

Name of Extension staff submitting form _____ Email _____

(This form must be signed by a MSUE/4-H county staff member or the entries will not be accepted.) County staff are responsible for confirming all exhibitors are properly enrolled in 4-H for 2025. This form must be submitted