

CHECKLIST FOR SECRETRIES TO BE SENT TO CHSA

***If results sent snail mail : George Jensen, 195 Wildwood Drive,
Cheshire, CT 06410***

- Copy of the Prize List***
- Class Results***
- List of Champions***
- List of Classes Not Run (if not indicated in the class results)***
- List of Combined Classes (with correct ID - Adult/Child; Horse/Pony; Green/Regular; ages in Equitation Classes U/12, 12-14, 15-17)***
- CHSA Pleasure Class Entries and Check due CHSA (please indicate competitor's entry fee - formula: 3 entries x entry fee minus \$30 for ribbons = due CHSA.) ****
- List of CHSA Medal Classes run and a check for amount due CHSA at \$5 per competitor* (Must have a minimum of 3 competitors—member or non-member—for class to count.)***
- Member Applications and Horse Registrations taken with checks attached. (Do not send cash if at all possible. Indicate which are included in the combined check*)***

**Amounts may be combined in one check provided amount for Pleasure Class, for Medal Classes and memberships is stated.)*

If results sent electronically: jaycyn195@cox.net

- Class Results***
- List of Champions***
- List of Classes Not Run (if not indicated in the class results)***
- List of Combined Classes (with correct ID - Adult/Child; Horse/Pony; Green/Regular; ages in Equitation Classes U/12, 12-14, 15-17)***
- List of Member Applications (with ages) and Horse Registrations taken***
- The following should be sent by snail mail ASAP:***
 - Copy of the Prize List (if not sent electronically)***
 - CHSA Pleasure Class Entries and Check of amount due CHSA (please indicate competitor's entry fee - formula: 3 entries x entry fee minus \$30 for ribbons = due CHSA.)****
 - List of CHSA Medal Classes run and a check for amount due CHSA at \$5 per competitor* (Must have a minimum of 3 competitors—member or non-member—for class to count.)***
 - Member Applications and Horse Registrations taken with checks attached. (Do not send cash if at all possible. Indicate any applications included in the combined check*)***

**Amounts may be combined in one check provided they are explained*