

Please work through the following checklist to ensure that you have completed all the elements of your entry. By ensuring you have completed and checked all forms, your entry will be processed quicker and more efficiently. If you have any questions please feel free to call the Entry Office at 604-252-3581.

The PNE accepts emailed entries, scanned parent release forms and credit card payment.

**NOTE: WE CAN ONLY ACCEPT ENTRIES, FORMS AND PAYMENTS (UNLESS STATED BELOW) FROM ONE LEADER, PER CLUB.**

Most forms are now available in a fillable PDF format so they can be completed and saved to your computer and then emailed to the office **(by the Registered Leader only please)**. Forms may also be printed and then filled in by hand and scanned or mailed.

All deadlines remain the same whether mailed, dropped off or emailed. Entries are not considered on time unless all required forms are received by the deadline.

Forms that require a signature must be PRINTED, SIGNED and SCANNED (or mailed) back to the office by the Registered Leader.

The following information is a list of the required documents and accepted submission formats received by the Entry Office by 5:00pm on June 30, 2023. The following formats of submission are required by this deadline:

- Email Submissions (in one email, from the Registered Leader) with the following emailed to 4h@pne.ca by 5pm on June 30:
  - Completed 4-H Entry Forms (with required dorm chaperones and addresses listed)
  - Completed 4-H Stabling Form
  - Completed Meal Ticket and Pass form with Credit Card Payment information (ONE FORM, ONE PAYMENT, PER CLUB)
  - Complete and signed Parent Release and Medical Information forms for every member participating. These must be completed, printed, signed and then scanned back in. They must be legible and printable.
  - Dairy Sire Information form (Dairy Clubs only)
  - BCYA Travel Assistance forms (if applicable)
- Mailed Submissions with the following postmarked by June 30 (or dropped off to the office in person):
  - Completed 4-H Entry Forms (with required dorm chaperones and addresses listed)
  - Completed 4-H Stabling Form
  - Completed Meal Ticket and Pass form with cheque or credit card payment information (ONE FORM, ONE PAYMENT, PER CLUB)
  - Complete and signed Parent Release and Medical Information forms for every member participating. These must be completed, printed, and signed, then either mailed or scanned back in. They must be legible and printable.
  - Dairy Sire Information form (Dairy Clubs only)
  - BCYA Travel Assistance forms (if applicable)

Below are forms and applications that may be submitted either with your club entry or by individual members themselves. Please ensure members are aware of applicable deadlines.

- Writing Competition Submissions (due June 30)
- Speak and Show Competition Form (due June 30)
- PNE Ambassador Program Form (due June 30)
- Early Release Application forms (for Island and Interior clubs, due June 30)
- Overnight / RV Parking Request Forms (due July 31)
- Buyer Registration Forms (due July 31)
- Please enclose appropriate payment as we will not be accepting any on-site payments

**Thank you for taking the time to ensure that you have completed all the required forms and have double checked that they are correct to the best of your knowledge. For further information on how to fill out your entry forms see the reverse of this form.**

## Entry Forms (only one form per club will be received)

- Showmanship and Herdsmanship classes are not automatically entered in our system; please list them on your Entry Form.
- Since we require Parent Release Forms for Junior Leaders, please do not list them with the Leaders and Assistant Leaders but with the members to avoid confusion.
- Before sending in your entry, please make sure you have confirmed and listed at least one male dorm chaperone and one female dorm chaperone, as well as their mailing address on the entry form if applicable. Members who are listed to stay in the dorms but do not have a listed chaperone will not be entered in any classes for the Fair until they have a chaperone.
- Make sure all necessary information is complete. All members must have their birthdate and gender listed. Some projects are not required to enter all the listed information, but please fill in all the fields that apply to the project.
- If a sale animal is not going to be sold at the PNE Auction it must be stated as such on the Entry Form. Please indicate Yes or No in the "Will Sell" column. Also if a member is going to haul their own market animal following the auction please indicate this in the Self Haul field and complete the Self Haul Liability Form.
- If members & parents in your club require a parking pass for their livestock trailer, please indicate how many you will need for your entire club. Livestock trailer parking will be limited and priority will be given to Island and Interior clubs.
- In order to help the Entry Office out, please try to organize your entry with some of the following suggestions:
  - Please use one space per class. If a member and project are registered in more than two classes use additional spaces.
  - Please list all projects for one member consecutively as shown below.

**In the case of multi-clubs please list all projects for that member together.**

Office Use Only		Member's name <b>Mary Joe</b>					Date of birth (mm/dd/yy) <b>05/25/1995</b>	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose		
Check days dorms required:	<b>THURS</b> <input type="checkbox"/>	<b>FRI</b> <input checked="" type="checkbox"/>	<b>SAT</b> <input checked="" type="checkbox"/>	<b>SUN</b> <input checked="" type="checkbox"/>	<b>MON</b> <input checked="" type="checkbox"/>	<b>TUES</b> <input type="checkbox"/>	Classes entered <b>5400 5410</b>			
Description of entry or name of animal <b>Bandit</b>										
Registration or CCIA No. (incl. tattoo if applicable)					Breed (or unit for horses)					
Date of birth (mm/dd/yy)		<input type="checkbox"/> Male <input type="checkbox"/> Female			Will sell: <input type="checkbox"/> Yes <input type="checkbox"/> No		Self haul: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Office Use Only		Member's name <b>Mary Joe</b>					Date of birth (mm/dd/yy) <b>05/25/1995</b>	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose		
Check days dorms required:	<b>THURS</b> <input type="checkbox"/>	<b>FRI</b> <input checked="" type="checkbox"/>	<b>SAT</b> <input checked="" type="checkbox"/>	<b>SUN</b> <input checked="" type="checkbox"/>	<b>MON</b> <input checked="" type="checkbox"/>	<b>TUES</b> <input type="checkbox"/>	Classes entered <b>5470 5474</b>			
Description of entry or name of animal <b>Starlight</b>										
Registration or CCIA No. (incl. tattoo if applicable)					Breed (or unit for horses)					
Date of birth (mm/dd/yy)		<input type="checkbox"/> Male <input type="checkbox"/> Female			Will sell: <input type="checkbox"/> Yes <input type="checkbox"/> No		Self haul: <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Parent Release Forms

Each member participating at the PNE must have a completed and signed PNE Fair Parent Release and Medical Information form. The PNE strongly advises all leaders to have their own copies of the full 4-H BC Medical Release Form printed and onsite for every member staying at the PNE.

Parent Release forms have been streamlined and we will now accept scanned copies of the PNE Fair Parent Release form which also includes a simple version of the medical information form. Members will not be entered into any competitions at the PNE without completed forms.

**Members with missing or incomplete Parent Release and Medical Information Forms will not be permitted to show or attend the PNE Fair 4-H Festival, so please double check all forms before sending them in!**