****

[www.showyeda.com](http://www.showyeda.com)

*You may add your own image but the YEDA Logo &* [www.showyeda.com](http://www.showyeda.com) *needs to be present somewhere*

***Cedar Ridge Farm***

*Cedar Ridge Farm*

*March 15 2020*

*119 Jensen Road*

*Barre, VT 05641*

***March 15 2020***

**Time Schedule**

***Below is a suggested time schedule***

**8:00 am Coaches Meeting/ Draw Horses**

**8:30 am Schooling of Horses**

**9:30 am Competition Begins:**

CLASS ORDER SUBJECT TO CHANGE

Class 1 Senior High Diamond Pattern and Rail Horsemanship

Class 2 Senior High Sapphire Division Rail/Pattern Horsemanship

Class 3 Junior High Sapphire Rail/Pattern Horsemanship

Class 4 Senior High Ruby Rail Horsemanship

Class 5 Junior High Ruby Rail Horsemanship

Class 6 Senior High Emerald Rail Horsemanship

Class 7 Junior High Emerald Rail Horsemanship

Class 8 Senior High Opal Rail Horsemanship

Class 9 Junior High Opal Rail Horsemanship

Class 10 Elementary Pearl Rail Horsemanship

Class 11 Elementary Pearl Pattern Horsemanship

Class 12 Junior High Opal Pattern Horsemanship

Class 13 Senior High Opal Pattern Horsemanship

Class 14 Senior High Emerald Pattern Horsemanship

Class 15 Junior High Emerald Pattern Horsemanship

Class 16 Senior High Ruby Pattern Horsemanship

Class 17 Junior High Ruby Pattern Horsemanship

Class 18 Alumni Pattern & Rail Horsemanship

Class 19 Senior High Sapphire Division Ranch Riding Horsemanship

Class 20 Junior High Sapphire Division Ranch Riding Horsemanship

Class 21 Senior High Diamond Division - Reining

Class 22 Diamond Elite Horsemanship

Class 23 EWD Amber Pattern and Rail Assisted Horsemanship

Class 24 EWD Amber Pattern and Rail Independent Horsemanship

Class 25 EWD Topaz Pattern and Rail Assisted Horsemanship

Class 26 EWD Topaz Pattern and Rail Independent Horsemanship



***Our mission is to provide an equestrian riding program for youth students, via both instructional and experiential learning opportunities. To accomplish this, we will engage in equestrian competitions, instructional clinics, networking events and occasions for recruitment that includes but not limited to scholarship disbursements.***

**Show Officials** *(List the names of all show officials with their title.)*

Judge(s) TBA

Ring Steward

Show Steward

Show Manager Kimberly Bisson

Show Secretary Melissa Sanford

Announcer

Medical Personal

**Patterns:**

*List which patterns you choose to use for the weekend. One number can be picked per day or you can assign a number per class or division. Below is an example from our show bills*

|  |  |  |
| --- | --- | --- |
| **Saturday Patterns** | **Class** | **Sunday Patterns** |
|  | Senior High Diamond Reining | IHSA 1 |
|  | Senior High Diamond Rail/Pattern Horsemanship | 10 |
|  | Junior & Senior High Sapphire Ranch Riding | 5/6 |
|  | Junior & Senior High Sapphire Rail/Pattern Horsemanship | 10 |
|  | Junior & Senior High Ruby Pattern Horsemanship | 10 |
|  | Junior & Senior High Emerald Pattern Horsemanship | 10 |
|  | Junior & Senior High Opal Pattern Horsemanship | 10 |
|  | Elementary Pearl Pattern Horsemanship | 10 |
|  | EWD Amber and Topaz Pattern Horsemanship | 10 |

**OR**

The pattern book can be found on SHOWYEDA.com

**Accommodations:**

*List Host Hotel information as well as any other helpful information such as location restaurants or deals for participates if applicable.*

**Entry Information, Deadlines, and Scratch Refund Policy:**

Entries will not be accepted without payment.

* The due date for entries is (*03/06/2020)* ***recommended 2 weeks before the show*.**
* Entries **received** after the due date may not be accepted.
* Entries are $40 per class.
* The maximum number of entries for this show is 275 rides. (*275 is the maximum number for any show. If you feel as though your facility needs a different maximum based upon resources you can change 275 to the number you desire. No show should exceed 275 rides.)*
* In the event that the maximum entries are reached entries will be accepted on a first come basis. Meaning that entries will only be considered accepted once originals are received with horse description or horse payment and total payment for entries. Emailing entries is helpful however this will not be considered an official entry.
* The Closing Date is the date in which the program will be published and any changes after the closing date will not be in the official program and will be hand written in at the coaches meeting.
* The closing date for the show is (*03/11/2020)* ***recommended within the week of the show***. In the event you have a scratch prior to the closing date, use the attached *Pre-Closing Date Refund Request Form* to ensure a full refund.  Remember, this document needs to completed in its entirety AND **received** by the show secretary by 5:00pm of the closing date to ensure a refund.
* Entry fees for scratches occurring after the closing date/time, will be refunded only under extraordinary circumstances.  If you feel your rider/s circumstances rise to this level, you may complete a *Post-Closing Date Refund Request Form* located under *Coaches Forms* on the YEDA Website.  Your request will be reviewed and voted on the first scheduled meeting following its receipt.  You will be notified of the results within two business days of the vote.  In the event a refund is to be issued, a check will be mailed within two weeks of the vote.

**Substitutions**

Substitutions will be permitted providing they comply with ALL the below mentioned parameters:

* Same Day
* Same Division
* Same Class

**Payment**

* Please make checks payable to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* Any *‘Adds’* must be accompanied by payment
* When possible, please avoid writing multiple checks.

**Rent and/or Provide a Horse**

One horse is required for every six rides.  For example, one rider competing in both rail and pattern class will equal two rides.

**Per Rule 13.05 Horses that are considered height weight horses as defined (R17.01) will only be eligible to cover 4 rides.**

If you are unable to provide enough horses to meet the needs of your entries, you may rent rides at the cost of $\_\_\_15.00\_\_\_ each.

**Height/Weight:**

**Please take note** the **height/weight** notification box. The show committee will follow the YEDA rulebook suggestion for Height/Weight riders. The limits for **slight/older horses will be 5’9” – 160#.** Height weight for **Horses/Ponies 13.3 to 14.2 it is 5’5” – 135#.** If the rider exceeds these either of these limits please mark the appropriate check box on the entry form. This will bring the rider to attention so that the rider’s height and weight can be observed in the database.

This same column is also offered on the **horse description page to note which horses need to be height/weight horses**. Horses who are height/weight horses are horses whom it is bad for their health or carry a rider of a size greater than 5’9” and/or 160#. Or a horse/pony between the sizes of 13.3 – 14.2, will have the limits of 5’5” – 135#.

**Diamond Elite**

*(It is the choice of the hosting team to decide if they want to have a Diamond Elite class at their horse show. If the host decided to have a Diamond Elite class the following should be followed. In the event that the Diamond Elite class is not going to be offered please state that.)*

The Diamond Elite class will not be offered at this horse show

Or

The Diamond Elite class will be offered at this horse show. Teams who qualify to participate will be based on the top *(2,4,6,8 host gets to choose how large you want the class to be)* teams who are attending the show according to the posted online points as of the entry due date (add date). Those teams will receive and email invitation before the show explaining that they have qualified to participate in the Diamond Elite class. If a team who has qualified chooses not to participate then the invitation will be offered to the team in in line according to points as of the due date of the show.

Entries for the Diamond Elite will be accepted at the show, with full payment.

*See Diamond Elite Entry Form in the Show Hosting Resources*

*****Name of Show***

***Date of Show***

**Junior High Team**

|  |  |
| --- | --- |
| **Coach Name:** |  |
| **Team Name:** |  |
| **Coach Phone Number:** |  |
| **Coach Email:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For Questions Contact \_\_\_\_\_\_**  **Cell: \_\_\_\_\_\_**  **Email: \_\_\_\_\_\_**  **Mail Entries to:**  **\_\_\_\_\_\_** | | | 9 | 10 | 7 | 8 | 5 | 6 | 3 | | 4 | |  |
| **Sapphire Rail/Pattern Horsemanship** | **Sapphire Ranch Riding** | **Ruby Rail Horsemanship** | **Ruby Pattern Class** | **Emerald Rail Horsemanship** | **Emerald Pattern Class** | **Opal Rail Horsemanship** | | **Opal Pattern Class** | | **$40**  **Per**  **Class** |
| **Back #** | **Ht Wt** | **Rider Name** |  |  |  |  |  |  |  | |  | | **Total $** |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  | |  | |  |
| If you need more room for more entries print additional entry forms Or extend the page using the inserting rows below tool. | | | | | | | | | | **Subtotal** | |  | |

**Each Team Entry Form must contain the following statement to be signed by the Coach/ designated representative of each member team making entry.**

This entry constitutes an agreement and affirmation that the team, riders, coaches, trainers and/or any affiliate, agent, and/or representative of the aforementioned individuals making entries (hereinafter collectively referred to as “Exhibitor(s)”), shall accept and abide by the rules of YEDA and of the Show, that each rider is eligible as entered. Exhibitors certify that each rider is eligible for competition in the level entered, and that Exhibitors will accept any rulings of the YEDA with respect to their conduct as final and beyond contestation. Additionally, Exhibitors agree to defend and hold YEDA, its directors, official, employees, and all persons, stables, and/or other entities providing facilities, horses or equipment for YEDA Shows and activities (hereinafter collectively referred to as “YEDA & Affiliates”), harmless for any claim action, or suit, including claim, action, or suit for injury, property damage, or death sustained during participation in the show by the entity, his/her coach, trainer or visitors.

Furthermore, Exhibitors hereby acknowledge and recognize that competing in YEDA and event and/or show is an inherently dangerous activity and may result in substantial and serious injury, including but not limited to, maiming, paralysis, and/or death, and that all of the aforementioned individuals openly and freely accept all of the potential risks association with participation in YEDA events/shows. Accordingly Exhibitors agree to waive, release, and hold harmless the YEDA & Affiliates from any and all actions, causes of action, suits, debts, promises, damages, judgments, claims, and/or demands whatsoever, in law and/or equity. In making entry into YEDA Competition or event, team and/or individuals explicitly indemnify YEDA & Affiliates from any threatened and/or actual liability, and agree to defend YEDA & Affiliates from the same.

Coaches Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*****Name of Show***

***Date of Show***

**Senior High Team**

|  |  |
| --- | --- |
| **Coach Name:** |  |
| **Team Name:** |  |
| **Coach Phone Number:** |  |
| **Coach Email:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For Questions Contact \_\_\_\_\_\_**  **Cell: \_\_\_\_\_\_**  **Email: \_\_\_\_\_\_**  **Mail Entries to:**  **\_\_\_\_\_\_** | | | 20 | 19 | 17 | 18 | 15 | 16 | 13 | 14 | 11 | 12 |  |
| **Diamond Reining** | **Diamond Pattern & Rail Horsemanship** | **Sapphire Rail/Pattern Horsemanship** | **Sapphire Ranch Riding** | **Ruby Rail Horsemanship** | **Ruby Pattern Class** | **Emerald Rail Horsemanship** | **Emerald Pattern Class** | **Opal Rail Horsemanship** | **Opal Pattern Class** | **$40**  **Per**  **Class** |
| **Back #** | **Ht Wt** | **Rider Name** |  |  |  |  |  |  |  |  |  |  | **Total $** |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |
| If you need more room for more entries print additional entry forms Or extend the page using the inserting rows below tool. | | | | | | | | | | | **Subtotal** | |  |

**Each Team Entry Form must contain the following statement to be signed by the Coach/ designated representative of each member team making entry.**

This entry constitutes an agreement and affirmation that the team, riders, coaches, trainers and/or any affiliate, agent, and/or representative of the aforementioned individuals making entries (hereinafter collectively referred to as “Exhibitor(s)”), shall accept and abide by the rules of YEDA and of the Show, that each rider is eligible as entered. Exhibitors certify that each rider is eligible for competition in the level entered, and that Exhibitors will accept any rulings of the YEDA with respect to their conduct as final and beyond contestation. Additionally, Exhibitors agree to defend and hold YEDA, its directors, official, employees, and all persons, stables, and/or other entities providing facilities, horses or equipment for YEDA Shows and activities (hereinafter collectively referred to as “YEDA & Affiliates”), harmless for any claim action, or suit, including claim, action, or suit for injury, property damage, or death sustained during participation in the show by the entity, his/her coach, trainer or visitors.

Furthermore, Exhibitors hereby acknowledge and recognize that competing in YEDA and event and/or show is an inherently dangerous activity and may result in substantial and serious injury, including but not limited to, maiming, paralysis, and/or death, and that all of the aforementioned individuals openly and freely accept all of the potential risks association with participation in YEDA events/shows. Accordingly Exhibitors agree to waive, release, and hold harmless the YEDA & Affiliates from any and all actions, causes of action, suits, debts, promises, damages, judgments, claims, and/or demands whatsoever, in law and/or equity. In making entry into YEDA Competition or event, team and/or individuals explicitly indemnify YEDA & Affiliates from any threatened and/or actual liability, and agree to defend YEDA & Affiliates from the same.

Coaches Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*****Name of Show***

***Date of Show***

**Non-Team Classes**

|  |  |
| --- | --- |
| **Coach Name:** |  |
| **Team Name:** |  |
| **Coach Phone Number:** |  |
| **Coach Email:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For Questions Contact \_\_\_\_\_\_**  **Cell: \_\_\_\_\_\_**  **Email: \_\_\_\_\_\_**  **Mail Entries to:**  **\_\_\_\_\_\_** | | | **21** | **23** | **24** | **25** | **26** | **1** | **2** |  |
| **Alumni Rail & Patterns** | **EWD Amber P/R Assisted** | **EWD Amber P/R Independent** | **EWD Topaz P/R Assisted** | **EWD Topaz P/R Independent** | **Peal Rail Horsemanship** | **Peal Pattern Class** | **$40**  **Per**  **Class** |
| **Back #** |  | **Rider Name** |  |  |  |  |  |  |  | **Total $** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | |

**Each Team Entry Form must contain the following statement to be signed by the Coach/ designated representative of each member team making entry.**

This entry constitutes an agreement and affirmation that the team, riders, coaches, trainers and/or any affiliate, agent, and/or representative of the aforementioned individuals making entries (hereinafter collectively referred to as “Exhibitor(s)”), shall accept and abide by the rules of YEDA and of the Show, that each rider is eligible as entered. Exhibitors certify that each rider is eligible for competition in the level entered, and that Exhibitors will accept any rulings of the YEDA with respect to their conduct as final and beyond contestation. Additionally, Exhibitors agree to defend and hold YEDA, its directors, official, employees, and all persons, stables, and/or other entities providing facilities, horses or equipment for YEDA Shows and activities (hereinafter collectively referred to as “YEDA & Affiliates”), harmless for any claim action, or suit, including claim, action, or suit for injury, property damage, or death sustained during participation in the show by the entity, his/her coach, trainer or visitors.

Furthermore, Exhibitors hereby acknowledge and recognize that competing in YEDA and event and/or show is an inherently dangerous activity and may result in substantial and serious injury, including but not limited to, maiming, paralysis, and/or death, and that all of the aforementioned individuals openly and freely accept all of the potential risks association with participation in YEDA events/shows. Accordingly Exhibitors agree to waive, release, and hold harmless the YEDA & Affiliates from any and all actions, causes of action, suits, debts, promises, damages, judgments, claims, and/or demands whatsoever, in law and/or equity. In making entry into YEDA Competition or event, team and/or individuals explicitly indemnify YEDA & Affiliates from any threatened and/or actual liability, and agree to defend YEDA & Affiliates from the same.

Coaches Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Name of Show***

Teams must provide

1 horse for every 6 rides

1 Ht and/or Wt horse for every 4 rides

or a combination of both.

Rented rides are available for

$ \_\_\_ per ride

***Date of Show***

**Horse Description Form**

*Entries will not be accepted without the inclusion of a YEDA Horse Description Form*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day Available** | | **Team Name** | | | **Diamond Reining** | **Diamond Rail/Patt. & Elite** | **Sapphire & Alumni Rail/Patt** | **Sapphire Ranch Riding Class** | **Ruby Horsemanship** | **Ruby Pattern Class** | **Emerald Horsemanship** | **Emerald Pattern Class** | **Opal Horsemanship** | **Opal Pattern Class** | **Peal Rail Horsemanship** | **Peal Pattern Class** | **EWD ALL CLASSES** |
| **SAT** | **SUN** | **Horse Name** | **Ht Wt** | **Description**  *Include: Spur option, gate information, if noted as a Ht/Wt Horse please indicates if it is a pony or slight horse, any other directions that would be helpful to the horse draw organizer or the rider.* |
|  |  | Example  Mr. Ed | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Ht  Wt |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

If you need more room for more horses print additional forms. Or extend the page using the inserting rows below tool.

**Account Summary**

***Name of Show***

***Date of Show***

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **SATURDAY** | **# of Rides** |  | **Subtotal** |
| **Saturday Junior High** | \_\_\_\_\_\_\_\_\_\_ | X $40 | $\_\_\_\_\_\_\_\_\_ |
| **Saturday Senior High** | \_\_\_\_\_\_\_\_\_\_ | X $40 | $\_\_\_\_\_\_\_\_\_ |
| **Saturday Non-Team Entries** | \_\_\_\_\_\_\_\_\_\_ | X $40 | $\_\_\_\_\_\_\_\_\_ |
| **Entry Subtotals** | \_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| # of rides providing | \_\_\_\_\_\_\_\_\_\_ | | |
| # of rented rides needed on Saturday  *Number of entries – (Number of riders)* | \_\_\_\_\_\_\_\_\_\_ | X $\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUNDAY** | **# of Rides** |  | **Subtotal** |
| **Sunday Junior High** | \_\_\_\_\_\_\_\_\_\_ | X $40 | $\_\_\_\_\_\_\_\_\_ |
| **Sunday Senior High** | \_\_\_\_\_\_\_\_\_\_ | X $40 | $\_\_\_\_\_\_\_\_\_ |
| **Sunday Non-Team Entries** | \_\_\_\_\_\_\_\_\_\_ | X $40 | $\_\_\_\_\_\_\_\_\_ |
| **Entry Subtotals** | \_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| # of rides providing | \_\_\_\_\_\_\_\_\_\_ | | |
| # of rented rides needed on Sunday  *Number of entries – (Number of riders)* | \_\_\_\_\_\_\_\_\_\_ | X $\_\_\_\_ | $\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Add up all subtotals** | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Saturday Entries + | Saturday Rented Rides + | Sunday Entries + | Sunday Rented Rides = | **Total Amount Due** |

Please make checks payable to: \_\_\_\_\_\_\_\_\_\_\_\_ **Due date for entries and payment is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Use:**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_