



UNITED STATES DRESSAGE FEDERATION™

USDF National Education Initiative Event Application

This application is for GMOs or GMO chapters who wish to host a **USDF National Education Initiative** program. Program organizers must be affiliated with a GMO or GMO Chapter. If you have any questions about the program or in completing this application please contact education@usdf.org **There is a \$65 application fee**

Program Details

Organizer name: _____

Phone: _____ Email: _____

Name of proposed facility: _____

Facility street address _____

City: _____ State: _____ Zip: _____

GMO/Chapter name: _____ GMO/Chapter USDF Region: _____

GMO or Event Website: _____

Proposed program name: _____

Date(s) of the proposed program: _____

Please check that box that best describes this program.

Clinic/symposium Ride-a-test Camp Unmounted event

Detailed program description:

Instructor Details

Name of Primary Instructor: _____

Names of any additional instructors to be used in this program (if applicable):

Credentials of any additional instructors (if applicable):

Please check the box or boxes that describes the Primary Instructor's credentials

- USDF Certified instructor USDF L graduate with Distinction (has completed CE requirements)
- USDF L Faculty Member USDF Honorary instructor USEF/FEI Judge
- USDF Instructor/Trainer Examiner/Faculty Member
- Instructor exception request (**already approved by USDF**)

*Instructor exception request still needed. Complete the sections below **only** if the instructor does not possess one of the above credentials. All sections are required for an instructor to be considered, exceptions are not guaranteed.*

Detailed Instructor Bio (may be attached separately):

List events this instructor has presented for USDF or a GMO in the past:

Contact information for organizer or GMO for above event(s):

Program Procedures and Policies

Rider/participant fee(s):

Auditor fee(s):

Rider Refund Policy:

Auditor Refund Policy:

How will the GMO/GMO Chapter market this program locally?

What is your rider selection procedure?

Budget

Please use this form to submit your initial budget projections for your event. You will need to submit a completed budget after the event as well.

Revenue Sources	Budget
Total Rider/Participant Fees	_____
Total Stabling	_____
Total Auditor Fees	_____
USDF Grant	_____
Additional Grant(s)	_____
Sponsors	_____
Donations	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

Total Revenue _____

Expenses	
Primary Instructor Fee	_____
Additional Instructor Fees	_____
Instructor Travel(airfare/gas)	_____
Lodging Costs	_____
Facility Rental	_____
Equipment Rental	_____
Instructor Food Expenses	_____
USDF Fees	_____
Insurance	_____
Office Supplies	_____
Food/Catering	_____
Volunteer expenses	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

Total Expenses _____

Net Profit/Loss _____

National Education Initiative Grant Application (Optional)

This application is for organizers of National Education Initiative approved events who wish to also apply for a **USDF National Education Initiative Grant**. Grants may be used to help pay for facility and/or instructor related expenses.

Grant Request Information

NEI Grants are a maximum of \$1000.

Enter the amount of your request: _____

Up to 50% of grant funds may be available for dispersal prior to your event to help cover up front costs.

Check here if you are requesting an early dispersal

Enter the amount of early dispersal requested: _____

Enter the date early dispersal will be needed: _____

Itemize expenses that early dispersed funds will cover:

If the grant does not cover all of the expenses incurred for the event, how will the balance of expenses be funded?

National Education Initiative Event Objectives

A primary objective of the NEI Grant Program is to help create more affordable educational opportunities for members. How will this event meet this objective?

For Office Use Only

Approved

Date _____

Liaison Signature:

Another primary objective of the NEI Grant Program is to benefit members who have previously had limited access to instruction. How does this event meet this objective?

Will this program still occur if a grant is not awarded?

Yes No

Is this a continuation of a program the GMO/Chapter has presented in the past?

Yes No

If yes, what changes will be made to ensure the program meets the NEI objectives of affordability and providing **new** or **expanded** opportunities for members with limited access to instruction?

How will the GMO/Chapter promote this event locally?

Describe any additional grants or sponsorships that the GMO/Chapter will be seeking:

Event Requirements Acknowledgement

The undersigned applicant understands and agrees to the following:

Responsibilities prior to the event

- All National Education Initiative events must obtain at least \$1 million of liability insurance coverage, naming USDF as an additional insured at least 60 days prior to the event start date.
- The GMO/Chapter will, contact instructor(s), organize, promote locally, and facilitate all aspects of the event.
- When selecting riders, the GMO/Chapter will adhere to their stated rider selection guidelines. **All riders must be USDF members, and at least 21 years of age as of the date of the event.**
- Auditors are not required but must be allowed and encouraged. No private events will be accepted.
- The GMO/Chapter will be financially responsible for the program.

Responsibilities at the event

- All participants, instructors, organizers, auditors and volunteers must physically sign a state specific waiver of liability for USDF. USDF will supply organizers with a digital file of this form upon application approval.
- **If you used an instructor exception request you must also use the provided evaluation forms which will be sent digitally. Remaining grant funds will not be distributed without these evaluations.**
- The organizer will compile a legible roster of all attendees and volunteers. Organizers may choose to utilize the available USDF Sign-in Sheet digital file.

Responsibilities after the event

- A complete roster of attendees, all signed waivers and a final profit/loss statement must be sent to the USDF office within 14 days of completion of the event.
- Organizers are encouraged to submit photos and an event recap for possible inclusion in USDF's Your Dressage, a monthly electronic publication.
- If the event generates a profit, the GMO or chapter will reimburse USDF for funds distributed prior to the event, up to the break-even point.

*****Please be advised:** Organizers of NEI Programs requesting an Instructor Exception and receiving an NEI Grant will have the additional responsibility of submitting post program evaluations as an additional requirement of final grant fund disbursement. **While it is our goal to receive evaluations from 100% of participants, responses from a minimum of 80% of riders and 50% of auditors is required and it shall ultimately be the organizers responsibility to insure compliance.** Evaluation responses will help the NEI review committee determine if the Instructor is a good candidate for future exceptions so it is critical that organizers and participants understand their role in insuring the quality of instruction and education being presented.

The information contained in this application is accurate and complete.

Organizer Signature

Date

Payment Options
Application fee: \$65

Check or money order, payable to USDF (US funds only, please).

Credit Card: I authorize USDF to bill my:

Visa MasterCard (Visa or MasterCard only, please). Do NOT scan and email credit card information.

Name on Card

Card Number

Expiration Date

Signature of Card Holder

Billing Address: _____

City: _____ State: _____ ZIP: _____

Return this form to:
Attn: National Education Initiative
4051 Iron Works Parkway
Lexington, KY 40511

Fax: (859) 971-7722

Or by email

(Don't include credit card information using this method, we will verify by phone)

education@usdf.org