

Appendix 1B

Field Event (Hunting Test and Field Trial) Approval Checklist

Gordon Setter Club of America (GSCA) Checklist Reminder For Event Approval

Submit Event Applications to the GSCA Corresponding Secretary, *along with this checklist*, to help guarantee accuracy of applications.

Gordon Setter Club of America Board of Governors has determined that Field Event applications, both Hunting Tests (HT) and Field Trials (FT) submitted to the GSCA Corresponding Secretary for processing, require submissions 4 months in advance of the event (1 month more than the AKC requirement of 3 months). Incorrect applications will be returned for correction. The use of this checklist will help to guarantee that your application is prepared correctly, so it may be processed and submitted immediately to AKC. **NO EVENT APPLICATION WILL BE SUBMITTED TO AKC THAT IS RECEIVED BY THE CORRESPONDING SECRETARY PAST THE AKC DEADLINE.**

Please check the column at the right of each item listed to indicate the requirement has been complied with and completed.

For Independent Clubs

<ul style="list-style-type: none"> AKC and GSCA require DATE/EVENT approval on all events with the exception of HUNTING TESTS. (To list a Hunting Test on the Master Calendar, notify the GSCA Corresponding Secretary via email.) 	
<ul style="list-style-type: none"> AKC now requires that the Date/Event Approval letter be submitted directly to them via email from the GSCA Corresponding Secretary to the appropriate department. This Date/Event approval letter will enable the Corresponding Secretary to place your event on the GSCA Master Calendar, which is submitted to the newsletter and the website monthly. Blanket approvals will be sent to the AKC each December 	

For GSCA Area Committees

<ul style="list-style-type: none"> For those groups that will be selling logo merchandise at the event, please note that you will be responsible for collecting any applicable sales tax on all sales. It is your responsibility to understand this and to be aware of the appropriate state, county, and other applicable taxes in the location at which the sales are made. A check in the box acknowledges that you have read and understand this. 	
<ul style="list-style-type: none"> The following AKC forms should be in the packet sent to the Corresponding Secretary: Application and Judges' Panel (if available). Disaster and Emergency Plans must be available at the event site. The Application forms must be signed by the GSCA Corresponding Secretary. Do not have an area committee member sign these forms. 	
<ul style="list-style-type: none"> Be certain that the check for the event application is made payable to AKC and that the check is for the correct amount. Since GSCA is a member club, the fee for a field trial or hunting test is \$15. Mail your completed Application Packet to the GSCA Corresponding Secretary. 	
<ul style="list-style-type: none"> For Hunting Tests, 2 separate Applications and Judges' Panels must be submitted to AKC, even though the events are on the same weekend; the Hunting Tests are 2 separate events. A Field Trial is considered a single event, even though may it occur over multiple days. Therefore, a Field Trial requires only 1 set of paperwork for the AKC. 	
<ul style="list-style-type: none"> For Field Trials, please include a separate sheet of paper listing the names of the current GSCA Officers and Board Members as they will appear in the premium list. The Hunting Test Application asks for a list of Officers. Please include a complete list of current GSCA Officers and Board Members. 	
<ul style="list-style-type: none"> Hunting Test and Field Trial Applications require a list of all committee members. All members of the event committee must be current GSCA members in good standing. Please spell (printlegibly) the names correctly. Do NOT use nicknames, unless that is how the person's name appears on the GSCA membership database. (If there is a question of membership status, please check with Dianne Avery, who maintains the GSCA membership database or the Corresponding Secretary). 	
<ul style="list-style-type: none"> Send the original copy of the packet to the GSCA Corresponding Secretary. Be sure to include the check payable to AKC. 	
<ul style="list-style-type: none"> Include a check, payable to the Corresponding Secretary (NOT the AKC) for a USPS Priority Mail Flat Rate envelope. 	
<ul style="list-style-type: none"> <i>If your judging panel is incomplete, submit your application with the Judges' area marked "Pending." The list of judges can be submitted to AKC later. You do NOT need the Event Number to submit the Event Application.</i> <p>This checklist is posted on the GSCA website (www.GSCA.org) should you need additional copies.</p>	