

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 to:

Denise Dunham Schiele, GSCA Corresponding Secretary, 1259 Grace Court, Downers Grove, IL 60516

Email: savoy72@yahoo.com

Gordon Setter Club of America Board of Governors has determined that Field Event applications, both Hunt 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 to you 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.

For Independent Clubs:



AKC and GSCA require **DATE/EVENT** approval on all events **with the exception of HUNT TESTS**.

(To list a Hunt Test on the Master Calendar, notify the GSCA Corresponding Secretary via email.)

Requests for approval must be made, in writing, to the GSCA Corresponding Secretary. Please allow **TWO WEEKS** for the Corresponding Secretary to write this letter.

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 website on the 15th and the 30th of each month.**

For GSCA Area Committees



The following AKC forms should be in the packet sent to the Corresponding Secretary: Application, Judges' Panel, Disaster and Emergency Plan. The Application and Disaster and Emergency Plan forms must be signed by the GSCA Corresponding Secretary. **Do not** have an area committee member sign these forms.

Be certain the check is made to AKC and that the check is for the correct amount. Since GSCA is a member club, the fee for a Field Trial or Hunt Test is \$15. **Make a photocopy of the check and forward both the original check and the photocopy along with your completed Application packet to the GSCA Corresponding Secretary.**

For Hunt Tests, two separate Applications, Judges' Panels and Disaster & Emergency Plans must be submitted to AKC, even though the events are on the same weekend; the Hunt Tests are two separate events. A Field Trial is considered a single event, even though it occurs on a weekend, and therefore requires only one set of paperwork for AKC.

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 Hunt Test Application asks for a list of Officers. Please include a complete list of current GSCA Officers and Board Members.

Hunt 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 (print legibly) 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, who also has a current list of the membership.)

Send **the original plus a file copy of the packet** to the GSCA Corresponding Secretary for GSCA files. Be sure to include the original check payable to AKC **AND** a photocopy of the completed check in your Application packet.

Include a **LARGE** envelope (8 x 10), addressed to AKC, bearing the correct postage. (The white business envelopes sent by AKC are too small once the application is folded.)

If you are unable to find judges, submit your application with the Judges' area marked "Pending". The judges list can be submitted to AKC later. You do NOT need the Event Number to submit the Event Application. This checklist is posted on the GSCA website (www.GSCA.org) should you need additional copies.