

Conformation/Obedience Event 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 Specialty/Obedience applications require submission, to the GSCA Corresponding Secretary, 7 months in advance of the event date (1 month more than AKC's requirement of 6 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.)	
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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.	
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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 the 15th and the 30th of each month .	
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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.	
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Be certain that the check is made payable to AKC and that the check is for the correct amount. Since GSCA is a member club the fee for a specialty is \$15 or \$30 if obedience is offered. Make a copy of the check and forward both the original check and the photocopy along with your completed Application packet to the GSCA Corresponding Secretary.	
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On a separate sheet of paper please list the current GSCA Officers and Board of Directors as they will appear in the premium list. Provide a list of all committee members. All members of the event committee must be members in good standing with the GSCA. Spell (print legibly) names correctly and 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.)	
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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.	
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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.)	
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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.

~Gordon Setter Club of America Board of Governors

Last Revision: 1/2011