

Instructions for Trail Mileage and Saddle Hour Forms

Member Reporting

- Members are to complete a **“Member Summary Form: Individual”** and submit this form to chapter designee.
 - Check with your chapter designee—they may have a different form for reporting.
 - Be sure and capture information by category—miles ridden by location (Mohican, Malabar, etc) and hours in the saddle by category (Competing, Schooling, etc).
 - **Please do not send individual forms directly to the state chairperson.** Only at-large members may send their forms directly.
 - County designees are to tabulate all county members miles and hours and send one consolidated file to the state chairperson.
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County Reporting

Annual Submission by Counties to State Chairperson

- Members are to complete the **Member Summary Form: Individual (B)** and submit this form to chapter designee.
 - Chapter designee can have members use any form that works best for their chapter.
 - Be sure and capture information by member—miles ridden by location (Mohican, Malabar, etc) and hours in the saddle by category (Competing, Schooling, etc).
 - **Please do not ask members to send individual forms directly to the state chairperson.** Only at-large members may send their forms directly.
- County designees are to tabulate all county members miles and hours and send **one** consolidated file to the state chairperson.

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| <ul style="list-style-type: none">• The excel-based file provide on the OHC website provides most efficient and accurate way of reporting to the state. Instructions for the use of this format are included within the file. |
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IF YOU ARE NOT USING THE EXCEL FORMAT PROVIDED

- Tabulate all member miles and hours by type and complete the **County Location Summary Form. (A)**
 - Round to the nearest mile/hour
 - List members names by LAST name and then FIRST name
 - Always use the same name from year to year. (example: Jim-James, Mary-Mary Jane)
 - List members in alphabetical order
 - Be sure and identify any YOUTH riders

- Check your totals—the sum of all individual totals should match the totals for locations and hour categories.
- Tabulate each members' miles and hours by type and complete one **County Member Summary Form. (C)**
 - Round to the nearest mile/hour
- Send completed forms to via email to Beth Bardash (beth.bardash@yahoo.com) or Beth Bardash 1877 Hardin Lane, Powell, OH 43065.
 - Forms must be submitted by January 31 of each year.

Note: It is the responsibility of each chapter to verify the information submitted for accuracy and to ensure that the chapter's members are aware of the program dates and details.

Don't forget...Your county can win \$75 to spend as you choose if you are the top mileage county or the top reporting percentage county!