

**ATTENTION: COUNTY PRESIDENTS and Chapter Members**  
**CHAPTER BOOKS at EQUINE AFFAIRE 2012**  
**40<sup>th</sup> Anniversary of OHC**

Please send your Chapter Books to the March State Meeting or to Equine Affaire for display April 12 – 15.

Let's have 100% participation in 2012 for our 40<sup>th</sup> Anniversary Celebration.

The requirements for the books are:

- ▶ **1 inch WHITE BINDER** (end of book measures about 1.5 inches).  
Plastic covered for map on front and county name on end.
- ▶ **Please include something about your chapter's history. The date it started 0000 and how and why it came into existence.**
- ▶ **List of officers and their contact information.** It might be nice to include a photo of your officers along with their information.
- ▶ **Meeting Information:** meeting dates, time, location, and other particulars.

**Other suggestions to place inside the book are: Pictures! Pictures! Pictures!** (Most comments made by the public were about the photos showing your chapter in action). It's also good to highlight: events you have done this past year, flyers for events you have planned for 2012, and anything that highlights what makes your chapter special.

**Do not place your county membership applications in the book.** For tracking purposes, we will have special applications and a list of chapter charges available in order to sign up new members for all county chapters at Equine Affaire.

**The outside of the binders must be uniform.** You may add your own personalized touches to the inside of the binder only. I will be responsible for putting the county name on the end of the binder. I will also be responsible for placing the Ohio Map on the front of the binder with your county highlighted. Please keep in mind, the outside of all chapter books will be the same.

**Chapters, please bring your book to the State Meeting in March of 2012.** If you do not plan to attend the meeting, please contact your regional representative for delivery of your county book. There will be a **Sign-In** Sheet so that we know who dropped off the book. And, at the end of Equine Affaire, there will be a **Sign-Out** Sheet for release of the book back to the County. We need to know who's responsible for bringing back your chapter book. **Please make sure your chapter has an assigned person to collect the book at the end of the event on Sunday, April 15, 2012.**

**If you want your Chapter Book mailed back to you, place a self-addressed, prepaid mailer inside your book when you bring the book to the State Meeting in March 2012.**

Let me know if I can answer any questions or be of other assistance.

Look forward to seeing your chapter books,

**Heather Craft – Book Chairman, OHC Booth Planning Committee**

[Hmcraft33@gmail.com](mailto:Hmcraft33@gmail.com) 614-570-0921 (cell)