

Oregon Region
United States Pony Clubs, Inc.

WORK STUDY PROGRAM

OVERVIEW

The purpose of the Work Study Program is to provide opportunities for upper-level Pony Clubbers to stay involved, to encourage their participation in regional activities at a higher level, and to mentor them into future horse management judges, clinicians, instructors, and raters.

The obvious advantage to your club is to have different and experienced Pony Club members work with your club to provide valuable assistance and knowledge. This program is extremely valuable to clubs having mostly young and inexperienced members.

Who is eligible for the Work Study Program?

All C3, B, H.HA, and A Pony Club members are eligible to become Work Study candidates. This program is based solely on a candidate's strengths and willingness to work with other clubs on a Regional level. Financial need or lack of need is not a consideration with this program.

How to apply? Complete and mail to Work Study Coordinator –

From Pony Clubber:

“Work Study Candidate Application.” This form lists specific levels for each discipline (Dressage, CT, SJ, Games, Tetrathalon, etc.) that the candidate feels qualified to instruct or help. There is also a section to rate the applicant's personal qualities.

From DC:

“Work Study DC Recommendation Form.” This form lists specific levels for each discipline the DC thinks the applicant is qualified to instruct or help. There is also a rating of the applicant's personal qualities.

How may your club use a Work Study candidate?

Work Study candidates are available for the following activities:

1. Horse management assistants (or helpers in specific areas) at Regionally approved rallies;
2. Instructor/assistant at Regionally approved clinics and ratings;
3. Instructor/assistant at Regionally approved club rally preparation;
4. Instructor/assistant at Regionally approved club rating preparation;
5. Instructor/assistant at Regionally approved club instruction activities.

How will you know it's “Regionally approved?” The DC Request Form will be sent to the Work Study Coordinator, who will approve the request after discussion with the Regional Supervisor.

How are candidates reimbursed for their time?

All candidates are credited a dollar amount by the region for hours worked, and it is applied to Regional prep clinics, rally fees, or upper level testings. “A”-rated candidates may apply the dollar amount to a clinic of their choice, as decided upon by that Pony Clubber. Compensation is made in the form of a voucher.

Horse management assistants at Regionally-approved rallies:

\$75/day (approximately 8-12 hours)

Instructor/assistant at Regionally-approved clinics supervised ratings, club rally preparation, club rating preparation and club instruction activities:

\$50/day (approximately 6 – 8 hours)

Candidates will not be reimbursed until the DC Evaluation Form is returned to the Work Study Coordinator. For the sake of the candidate, please be prompt in your reply.

Is other compensation allowed?

Compensation for transportation is made between the sponsoring Pony Club and the candidate. No other compensation is to be accepted by the candidate if they want to credit their hours to the Work Study Program.

How does our club request a candidate to help?

The DC must mail, fax, or email the DC Request Form to the Work Study Coordinator to request a participant. You may request a particular participant, but should remember that the object of the program is to get as many participants involved throughout the Region as possible, and to expand each participant’s experience level. (In other words, we would like you to use a variety of applicants.)

Work Study candidates are not to set up their own assignments. Assignments will only be made through request of the DCs.

May we use candidates who belong to our club so they may receive compensation?

No candidate will be assigned to his/her own club’s activities. Such activities are expected to maintain the status of a “member in good standing.”

How does the candidate receive the proper credit hours?

The DC should fill out the DC Evaluation Form within one week of the activity. Mail or fax it to the Work Study Coordinator. The Evaluation Form will then be reviewed and hours credited. Candidates will be mailed a voucher with a description of the activity and the amount earned.

Should problems arise, they will be dealt with in a professional and confidential manner.