

# Northwest Region Work Study Program Procedure

Each work-study day is worth a \$50-\$75 credit towards a Regional Activity (prep, rally, or clinic sponsored by the Region). The credit amount will be determined by your qualification level (rating, experience, etc.) This will be determined by who hires you (Dawn Marie Mauer or Asia Thayer).

You will be hired from the work-study list of registered applicants. In order to be a registered Applicant, complete the Application form and Northwest Code of Conduct and return them to Krista Powers. These forms can be found on the Northwest Region's website under the Work Study section. Your name will then be added to the list.

\*Therese Coad will be hiring Horse Management Assistants for Rallies and Seminars

\*Asia Thayer and Donna Baxter will be hiring Assistants for Regional Mounted and Unmounted Preps and Clinics

\*A club Organizer putting on a Regional Prep or Clinic will be hiring Assistants

After you have completed your work day, the activity Organizer will email an evaluation of your performance, and the amount of your work credit, to Krista Powers. This is not a "form." This is a confirming email stating the work has been completed, giving an evaluation of the work performed, stating a recommendation for hiring you in the future, and advising how much credit you are to receive for your day.

After you have completed your work day, you will need to email Krista Powers and let her know. Krista can then follow-up to make sure she gets an evaluation and credit amount recorded and forwarded.

Krista will forward the information (participant's name and \$ credit amount) to the Regional Treasurer, Betty Galambos. Betty will then have a record of your credit with the Region. She will use that information in collecting the correct amount from you for the Regional activities you would like to participate in.

When you want to participate in a Regional activity, and you have Work Study Credit, make sure to include your credit amount on your registration form(s)! Then you can send in the remaining amount due for that activity. This will make sure you receive your credit. Also, email Krista so she knows you are using your credit.

## **Work Study Contact:**

Krista Powers  
P.O. Box 198  
South Prairie, WA 98385  
360-897-6215  
[powerfulequestrian@gmail.com](mailto:powerfulequestrian@gmail.com)

## **Regional HMO:**

Therese Coad  
[theresecoad@msn.com](mailto:theresecoad@msn.com)

## **Regional Instruction Coordinator**

Asia Thayer  
[asiathayer@hotmail.com](mailto:asiathayer@hotmail.com)

Donna Baxter  
[dncnbear@centurytel.net](mailto:dncnbear@centurytel.net)