



CLERKING

**GUIDELINES &
PROCEDURES
2010**

THE CAT FANCIERS' ASSOCIATION, INC.

These Guidelines and Procedures apply to the entire Clerking Program in all areas in which CFA operates, including Canada, Hawaii, the International Division, Japan, and the Mainland United States. Where requirements or procedures vary for different areas, the specific requirements or procedures are given for each area.

These Guidelines and Procedures are currently in effect as of the latest revision date indicated on the cover. They replace and supersede all of the separate “Clerking Program Advancement Rules,” “Minimum Requirements for Authorized Clerking Schools,” “Planning a CFA Clerking School,” and similar directives which were issued prior to 2010.

Requirements pertaining to clerking at CFA shows are covered in the current CFA Show Rules which are revised annually. Where any requirements in these Guidelines and Procedures are considered to be inconsistent with the current Show Rules pertaining to the same matter, the Show Rules shall always govern and be followed.

THE CAT FANCIERS’ ASSOCIATION, INC.

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I. PROGRAM MANAGEMENT

The Clerking Program is one of the main components of CFA's activities. The program is responsible for training, licensing, and maintaining a cadre of ring clerks and master clerks needed for the conduct of CFA shows and clerking schools and for the evaluation, revision, and development of clerking procedures and forms.

The program is directed by the Clerking Program Chairperson, who is appointed by the President of CFA. The Clerking Program records and files are maintained by the Clerking Department in the CFA Central Office. The CFA Central Office Clerking Department is also responsible for maintaining the roster of liensed clerks and for the distribution of clerking manuals, forms, and other Clerking Program materials. Clerking Program liaisons for Japan, International–Europe, and International–Asia are appointed by the Clerking Program Chairperson to assist in review and input to the program and to provide a broader base of personal contact with individual clerks throughout CFA. Information for contacting the Clerking Program Chairperson, liaisons, and Central Office Clerking Department is listed at the end of this booklet.

Questions and requests regarding the CFA Clerking Program should be directed to the appropriate contact as follows:

CENTRAL OFFICE CLERKING DEPARTMENT

(Questions via e-mail are preferred and may be sent at any time. Telephone calls should be made on Wednesdays and Thursdays if possible.)

- Questions by individual clerks concerning their status.
- General questions about the Clerking Program.
- Requests for clerking manuals, forms and materials.

CLERKING PROGRAM LIAISONS

- General questions relating to the Clerking Program.
- Comments and suggestions concerning program operations.

CLERKING PROGRAM CHAIRPERSON

- Requests for authorization of clerking schools. (Central Office Clerking Department should be copied on each request)
- Questions concerning unusual problems or situations.
- Complaints, comments and suggestions about program operations.

II. CATEGORIES OF CLERKS

When the prescribed qualifications have been fulfilled, clerks are licensed in CFA at the following three levels of increasing experience and capability:

1. Certified Clerk (CC)
2. Master Clerk (MC)
3. Master Clerk Instructor (MCI)

In general, the above three levels of license indicate the individual is trained and qualified to be a Chief Ring Clerk, a Master Clerk-in-Charge at shows, or to conduct clerking schools, respectively. When possible, and as required by the Show Rules, the positions of Chief Ring Clerk and Master Clerk-in-Charge for CFA shows should be staffed with individuals who are currently licensed as Certified Clerks and Master Clerks, respectively. However, in order to obtain the prescribed experience for initial licensing and advancement, non-licensed trainees may serve as Chief Ring Clerks at CFA shows, Certified Clerks may serve as Master Clerk-in-Charge at CFA shows, and Master Clerks may conduct clerking schools. When necessary, non-licensed clerks may serve as Master Clerk-in-Charge for CFA shows in Hawaii and in the International Division but the assignment will not count for credit toward advancement within the Clerking Program. To receive credit for any Master Clerk assignment the clerk **must** be licensed at the time of the assignment.

Licenses will be issued automatically by the Central Office Clerking Department when the requirements for initial licensing or advancement have been fulfilled and all of the confirming records have been received by the Central Office.

III. LICENSING AND ADVANCEMENT

The requirements for becoming licensed as a Certified Clerk are listed in the preferred sequence. However, completion of the clerking school and payment of the Clerking Program Service Fee and taking the clerking examination may be completed at any time with respect to performing the ring clerking assignments.

The specified assistant Ring Clerk performances (Paragraph A. 3.) must be completed prior to the Chief Ring Clerk performances (Paragraph A. 4.). Any Chief Ring Clerk assignments performed prior to completing the specified number of assistant Ring Clerk performances, regardless of the reason, will receive credit only as assistant Ring Clerk performances. ***Thus, a trainee clerk will have completed a total of 12 assignments prior to being eligible for licensing.***

Requirements for becoming a licensed CFA Clerk, a Master Clerk, or a Master Clerk Instructor and the experience acquired while completing these requirements are as follows:

A. Certified Clerk

1. Must be at least fifteen (15) years old prior to performing as a Chief Ring Clerk at CFA shows and being licensed.
2. Attend a sanctioned CFA clerking school confirmed by a Certificate of Attendance received by the Central Office Clerking Department.

At this school the prospective clerk shall learn:

- How to mark a catalog correctly
- Become completely familiar with show mechanics
- How to make transfers
- Complete final sheets and check judges' sheets

The Instructor shall send a completed attendance form for each student attending the school to the Clerking Program Department for inclusion in the trainee's file.

Assignments for Credit. Ring Clerk performances may be for CFA shows of any authorized format, but must include judging of all of the kittens and cats entered in the show in order to receive credit. An assignment as a Ring Clerk for a single specialty judge in which only the longhair or shorthair kittens and cats are judged will not count as a performance, but may be coupled with the opposite specialty ring on the second day of the show to receive credit for one performance. On the other hand, credit may be received for two performances during one "back-to-back" show in which all of the kittens and cats entered in the show are judged in each ring both days.

Satisfactory Evaluations. A rating of "Good" or better is required. Evaluations of "Fair" or "Unacceptable" will not receive credit for the performance.

3. Complete the number of assistant ring clerking assignments indicated below, assisting the Chief Ring Clerk at actual CFA shows which shall be confirmed by satisfactory evaluations signed by the Chief Ring Clerk and received by the Central Office Clerking Department
 - In Canada, the Mainland United States, and Japan: Four (4) assignments under at least three (3) different CFA Chief Ring Clerks.
 - In Hawaii and the International Division: Two (2) assignments under two (2) different experienced Chief Ring Clerks.

While doing his assists, a Trainee is expected to:

- Assist the Chief Ring Clerk as needed
- Understand show procedure and demonstrate knowledge of show mechanics
- Mark a complete catalog
- Provide an evaluation form to the Chief Ring Clerk. The completed evaluation will be forwarded to the Clerking Program Administrator.

4. Complete the number of solo ring clerking assignments indicated below as the Chief Ring Clerk at actual shows. which shall be confirmed by satisfactory evaluations signed by the individuals indicated and received by the Central Office Clerking Department.

- In Canada, the Mainland United States, and Japan: Eight (8) assignments under six (6) different judges. Evaluations shall be submitted by the judges for all eight performances. Separate evaluations shall **also** be submitted by different Master Clerks-in-Charge for the **last two performances** certifying there were no errors or oversights in the judging records received from the Chief Ring Clerk's ring.
- In Hawaii and the International Division: Four (4) assignments under three (3) different judges. Evaluations shall be submitted by the judges for all four performances. Separate evaluations shall be submitted by different Master Clerks-in-Charge for the **last two performances** certifying there were no errors or oversights in the judging records received from the respective Chief Ring Clerk's ring.

While doing his solo assignments, a Trainee is expected to

- Demonstrate complete familiarity with the show rules and show mechanics.
- Supervise completely and competently the stewards
- Run the ring effeciently

5. Send payment of the Clerking Program Service Fee (see Section V) to the Central Office Clerking Department and request the current clerking examination. The Service fee may also be paid online with credit card through the CFA website online catalog.

6. Take and receive a satisfactory grade on the current clerking examination.

Note: extra assignments may be required before a license is issued if evaluations indicate that there are problem areas.

B. Master Clerk

1. Must be at least eighteen (18) years old.

2. Must be currently licensed as a CFA Certified Clerk. This presumes the individual has paid the Clerking Program Service Fee for the current licensing period and has met the biennial activity requirements for retention (see Section VI).

3. In Canada, Japan and the Mainland United States: after being licensed as a Certified Clerk and prior to performing as an Assistant Master Clerk for credit, the Master Clerk trainee shall complete six (6) additional assignments as a Chief Ring Clerk under at least four (4) different judges for CFA shows, which assignments shall be confirmed by satisfactory evaluations signed by the judges and received by the Central Office Clerking Department. *(The required 6 additional assignments does not apply in Hawaii and the International Division.)*

4. Complete two (2) assignments assisting different licensed MCs or MCIs who are the Master Clerks-in-Charge for two complete shows, which assignments shall be confirmed by satisfactory evaluations signed by the Master Clerks-in-Charge and received by the Central Office Clerking Department.

During his training as a Master Clerk, the trainee shall:

- Serve the Master Clerk in charge in the completion of his responsibilities while learning the procedures to be followed in performing this function.
 - Learn to complete transfers and corrections in the Master Clerk's catalog
 - Learn to check judges' sheets for errors
 - Learn to consolidate all records into the show package that is sent to Central Office.
5. Complete six (6) solo assignments, without any assistance, as the Master Clerk-in-Charge for complete CFA shows, which assignments shall be confirmed by satisfactory evaluations signed by the show secretary and received by the Central Office Clerking Department

During his solo assignments as a Master Clerk, the trainee shall

- Consolidate all judging records into a master catalog
- Check for completeness and mechanical correctness of all show records
- Resolve discrepancies with the appropriate chief ring clerk
- Be responsible for posting awards that have been fully checked
- Produce the official master catalog, which must be completely marked and error free, and provide it to the Show Secretary for transmittal to CFA's Central Office
- Provide an evaluation form to the showmanager/secretary for completion and forwarding to the Clerking Program Administrator.

For all of the assignments, the marked official catalog and other show records submitted to the Central Office will be evaluated by the Central Office Clerking Department Administrator for legibility, completeness, and correctness. Any solo assignment in which a serious error or oversight in the marked official catalog (see Section VII), and any deficiency or problem is discerned by the Central Office in the show records which were completed and assembled by the Master Clerk-in-Charge, will not be credited for advancement regardless of the evaluation received from the Show Secretary.

- *Note: extra assignments will be required before a license is issued if any evaluations indicate that there are problem areas.*

C. Master Clerk Instructor

1. Must be currently licensed as a CFA Master Clerk. This presumes the individual has paid the Clerking Program Service Fee for the current licensing period (see Section V), has met the biennial activity requirements for retention (see Section VI), and has taken and received a satisfactory grade on the current clerking examination (see Section VI).
2. In Canada, Japan and the Mainland United States, after being licensed as a Master Clerk and prior to performing as an assistant instructor, shall complete four (4) additional assignments as a Chief Ring Clerk under four (4) different judges and two (2) additional assignments as the Master Clerk-in-Charge for complete CFA shows, which assignments shall be confirmed by satisfactory evaluations signed by the judges and show secretaries respectively, and received by the Central Office Clerking Department. Both of the additional Master Clerk-in-Charge assignments must also have been determined to be error and deficiency-free by the Central Office. *(The required additional assignments does not apply in Hawaii and the International Division.)*
3. Complete two (2) assignments assisting different licensed Master Clerk Instructors or judges in the conducting of an authorized CFA clerking school which shall be confirmed by satisfactory Clerking School Instructor Evaluations signed by the Instructor-in-Charge and received by the Central Office Clerking Department.

During his training as a Master Clerk Instructor, the trainee shall:

- Assist the Master Clerk Instructor in conducting the school
 - Demonstrate that he is both familiar with all facets of show and ring mechanics AND able to share that information with students unfamiliar with the material
4. Conduct six (6) authorized CFA clerking schools as a solo instructor, each having a minimum of three (3) students, as the Instructor-in-Charge, with generally satisfactory evaluations signed by the students and received by the Clerking Program Chairperson (see Section IV).

During his training as a Master Clerk Instructor, the trainee shall

- Provide a minimum of 6 hours of instruction to a minimum of 3 students in each class
- Teach students show mechanics and the relevant show rules
- Demonstrate to the students how to mark a catalog and make transfers
- Explain to students how the Clerking Program works and how one advances through it
- Provides instruction in the art of ring management and ring conduct.

D. Exemptions to this Guidelines

When deemed necessary due to geographic restrictions, or acceptable due to outstanding performance, the Clerking Program Chair may make exceptions to these guidelines. Reducing the number or exempting a candidate from a requirement(s) should be accompanied by documentation written by the clerks, master clerks, and/or judges with which the candidate has worked.

IV. PERFORMANCE EVALUATIONS

The CFA Clerking Evaluation Form shall be used and submitted to the Central Office Clerking Department to confirm and obtain credit for clerking performances for initial licensing as a Certified Clerk, for advancement to Master Clerk, for assisting in the instruction of a clerking school, and to retain activity (see Section VI). Please **DO NOT** continue to submit evaluation forms to the Central Office Clerking Department for clerking performances and instructing clerking schools unless the performance is needed for initial licensing, advancement, or to satisfy the minimum activity requirement for Clerking Program Service Awards.

The clerk being evaluated shall furnish to his or her evaluator(s) the appropriate blank evaluation form, along with a stamped envelope pre-addressed to the Central Office Clerking Department. After it is filled out and signed, the evaluator should fold and seal the evaluation form to maintain its confidentiality and mail the evaluation form to the Central Office Clerking Department within one week. For clerking performances, at the option of the evaluator, the evaluation form may be completed at the end of the show, sealed and given to the Master Clerk-in-Charge for transmission to the Central Office with the show records.

The CFA Clerking School Instructor Evaluation Form shall be used for the critique of clerking schools taught by Master Clerk Instructors who desire constructive feedback on their teaching abilities. A CFA Clerking School Instructor Evaluation Form is included in each clerking school student kit and shall be completed by each student. Preferably the students shall fill out and sign the CFA Clerking School Instructor Evaluation Form at the end of the class; seal the completed form in the envelope and turn the sealed evaluations in to the clerking school instructor upon completion of the school. The Instructor-in-Charge shall mail the sealed evaluation forms along with the school packet to the Central Office Clerking Department within one week following the school. Optionally, any student who desires to do so may fill out and sign the CFA Clerking School Instructor Evaluation Form following completion of the school and mail it in the pre-addressed envelope directly to the Central Office Clerking Department within one week following the school. The Central Office will then forward the evaluation forms to the Clerking Program Chairperson. The Clerking Program Chairperson will determine the general consensus of the student evaluations as the basis for rating the Master Clerk Instructor's performance.

When completed, the CFA Clerking Evaluation Form and CFA Clerking School Instructor Evaluation Form are a confidential report on the individual evaluated and shall be treated as a confidential document. The evaluator is not expected to show the completed evaluation form or disclose his or her evaluation to the clerk or instructor being evaluated. To be accepted as a satisfactory evaluation, the form must be signed by the evaluator specified in Section III above and received an overall performance rating of "Good" or better. For assignments requiring evaluations by two appraisers, two separate evaluation forms shall be filled out and submitted.

V. CLERKING PROGRAM SERVICE FEE

All licensed clerks wishing to remain active in the CFA Clerking Program must pay an annual Clerking Program Service Fee which is used to partially defray the operating costs of the Clerking Program. Active judges who pay their annual Judging License Fee are exempt from this requirement. The Clerking Program Service Fee, which is set by the CFA Executive Board, is presently ten US dollars (US \$10.00) per year and the fee of \$20 is collected biennially in even-numbered years.

The Central Office will bill all currently licensed clerks, except active judges, biennially on even-numbered years. Billing notices will be mailed after the first of the year, and payment of the Service Fee shall be due and payable to the Central Office Clerking Department by February 1st. New clerks applying for their Certified Clerk license in odd-numbered years shall pay the \$10.00 Clerking Program Service Fee when requesting the clerking examination to fulfill their requirements for licensing.

New clerks applying for their certified license in even-numbered years shall pay the biennial fee of \$20.

In odd-numbered years, when the biennial clerking examination is not given, all licensed clerks will automatically be sent a copy of the new Show Rules when they are issued.

VI. EXAMINATIONS AND RELICENSING

A. Relicensing

Licensed clerks will be relicensed every two years in even-numbered years upon fulfillment of the following requirements:

- Having paid the annual Clerking Program Service Fees for both the current and previous years.
- Having taken and passed the current clerking examination (see paragraph C. below).

Licenses will be automatically issued to clerks after the examination is graded and will be valid for two years until the next biennial clerking examination; i.e. from July 1st of the current examination year until June 30th of the next examination year.

B. Requirements to Retain Activity and Eligibility for Awards

In order to be eligible for the Clerking Program awards there must be activity within the program. (Activity is based on the clerking assignments performed with evaluations submitted to the Central Office.) All licensed clerks shall be required to perform the minimum number of assignments specified below during each two-year license period between July 1st of even-numbered years and June 30th of the subsequent even-numbered year which shall be confirmed by satisfactory evaluations received by the Central Office Clerking Department.

- In Canada, the Mainland United States, and Japan: two (2) performances.
- In Hawaii and the International Division: one (1) performance.

The required activity performances may be accomplished in any authorized capacity; i.e. a licensed Master Clerk may fulfill this requirement by serving as a Chief Ring Clerk or as a Master Clerk-in-Charge and a licensed Master Clerk Instructor may fulfill this requirement by serving as either a Chief Ring Clerk, a Master Clerk-in-Charge, or by teaching a clerking school.

To retain their license, judges will be required to take and pass the clerking test at the MC level. Judges wishing to be considered for Clerking Program Service Awards will be required to perform as Master Clerk-in-charge or as Clerking School Instructors.

C. Clerking Examinations

A new clerking examination based on current Show Rules, procedures, and forms will be prepared and administered every two years in even-numbered years. All clerks who have paid their annual Clerking Program Service Fees for the current and previous years will automatically be sent the examination along with a copy of the new Show Rules.

The clerking examination will be sent to clerks in mid April and the completed answer sheets shall be returned to the Central Office Clerking Department with a postmark of not later than June 30 of the examination year. Tests received with a postmark after June 30 must be accompanied by a \$5.00 late processing fee. Examination answers received by the Central Office Clerking Department postmarked after June 30th may be subjected to a delay in grading and issuing of the renewal license.

(The minimum passing score for Ring Clerk is 85%, Master Clerk & Master Clerk Instructor minimum passing score is 90%)

The current clerking examination will be sent to new Certified Clerk applicants when payment of the Clerking Program fee is submitted to the Central Office.

D. Renewal of Lapsed Licenses

Clerks who have not paid their Clerking Program Service Fees will be considered to be inactive and will not automatically be sent the clerking examination for renewal of their licenses. Any such clerk whose license has lapsed for four (4) years or less may be reinstated by performing the specified clerking assignments for retention, paying the delinquent Clerking Program Service Fees to the Central Office Clerking Department with a request the current clerking examination be sent, and completing and receiving a satisfactory grade on the examination.

Clerks whose licenses have lapsed for more than four (4) years, may reinstate their license by notifying the Central Office Clerking Department along with payment of all of the delinquent Clerking Program Service Fees, performing a specified protocol of refresher assignments, and completing and receiving a satisfactory grade on the current clerking examination. The refresher protocol will be prescribed by the Clerking Program Chairperson based on the level of experience of the clerk and the length of time his or her license has lapsed.

In unusual and legitimate circumstances a leave of absence exempting a clerk from the license renewal requirements may be granted by the Clerking Program Chairperson.

VII. MASTER CLERK ERRORS

One of the two main functions of the Master Clerk-in-Charge at a show is to detect and resolve ring errors and discrepancies at the show before the show records reach the Central Office. Failure of the Master Clerk-in-Charge to catch errors and omissions in the judging and final awards sheets from the judging rings is an abrogation of this principle function.

The most common serious errors made by Master Clerks-in-Charge are:

- failure to catch a mechanical error or omission made in the judging ring and mistakes in recording which require the CFA Central Office to contact a judge to determine how the awards in his or her ring were made and/or to rescore the show;
- failure to verify that the the correct entry numbers are recorded on the judge's final sheet that should match the preliminary final forms checked for mechanical accuracy;
- failure to mark the catalog to identify a Sunday Transfer correctly;
- failure to make an authorized correction submitted by an exhibitor in the official show catalog which would deny the subject kitten or cat receiving its wins for the show; and
- an error of more than three in any one category of the announced or posted Unofficial Count for the show. Providing the exhibitors with counts of cats and kittens present and competing that are in error by more than three, frequently leads the exhibitors to false conclusions regarding their show scores and causes complaints to the Central Office.

Master clerking performances in which a serious error or oversight occurs will not be credited for advancement or retention regardless of the rating received on the evaluation submitted by the show secretary. The Central Office will notify the Clerking Program Chairperson of all serious errors and oversights by Master Clerks-in-Charge which are discovered during processing of the show records. The Clerking Program Chairperson or the Central Office will write to the Master Clerk-in-Charge advising him or her of the error or oversight.

VIII. CLERKING SCHOOLS

A. General

To be accredited, CFA clerking schools must be officially authorized (see paragraph B. below), must be sponsored, and must be taught by approved instructors.

CFA clerking schools may be sponsored by a club, a CFA Regional Director, or an individual instructor. The school may be restricted to only members of the sponsoring club or region, or may be open to all interested students who wish to attend.

CFA clerking schools may be conducted by (1) a currently licensed Master Clerk working toward advancement to MCI, (2) a currently licensed Master Clerk Instructor, (3) an Approved CFA Allbreed judge, or (4) a CFA Specialty judge who is a currently licensed Master Clerk or Master Clerk Instructor..

B. Authorization

Written request for authorization of clerking schools must be submitted to the Clerking Program Chairperson, with a copy to the CFA Central Office Clerking Department, by either the sponsor or the instructor not later than thirty (30) days prior to the date of the school. The authorization request shall include all of the following items of information that are applicable:

1. Sponsor of the school (club, regional director, or instructor).
2. Date of the school.
3. Location of the school (city and facility).
4. Name of the Instructor-in-Charge.
5. Name of assistant instructor (if any).
6. Scheduled hours for the school.
7. Will the school be restricted to members of the sponsoring club or open to all?
8. Fee to be charged each student.
9. Entry person for the school.
10. Closing date for school.
11. Person to contact for information regarding the school.

After approval, any changes to information contained in the authorization must be immediately noticed to the Clerking Program Chairperson and to the Central Office Clerking Department. Credit may be withheld for clerking schools taught which vary from the authorized format and arrangements.

If authorization requests are submitted sufficiently in advance, notices of the approved clerking school will be listed in the Exhibitor's Corner of the CFA website.

C. Preparation and Conduct of School

It is expected that authorized CFA clerking schools will be prepared for and conducted in a professional manner. If possible, the school should be conducted in a classroom-type setting with desks or tables for the students and visual aid facilities.

The following requirements for an authorized Clerking School shall be observed:

1. A minimum of three (3) students are required for the school to be accredited, unless special permission has been granted by the Clerking Program Chairperson for instruction of fewer than three persons.
2. A limit of twenty (20) students is recommended if the school is to be conducted by a single instructor, but shall not exceed a maximum of 25 students. The class size may be increased up to forty (40) students if a qualified assistant instructor will help conduct the school.
3. The school shall be scheduled to present a minimum of six (6) hours of instruction, exclusive of meal breaks. Students will not receive credit for schools in which substantially less than six hours of instruction are received. It is strongly recommended that schools be scheduled for eight hours of instruction if at all possible.
4. There is no established fee to be charged the students for the clerking school. The school fee shall be set by the sponsor. Clerking school student fees may vary from none, with the sponsor paying the costs of the school, to a fee sufficient to cover all of the costs of the school, including the student kits, rental of the classroom, meal(s), and expenses and/or fee of the instructor.

Orders and payment for the clerking school student kits (\$7.00 each kit) should be submitted by the clerking school sponsor or instructor to the Central Office Clerking Department **at least two weeks prior to the date of the school**, otherwise an additional fee may be charged to cover expedited shipping fees. The clerking school student kits contain a copy of the Clerking Manual, Clerking Guidelines & Procedures, the current Show Rules, Preliminary Finals Forms, a three-part Certificate of Attendance form, a two-part Clerking Contract form, a CFA Clerking School Instructor Evaluation Form, and an envelope pre-addressed to the Central Office Clerking Department.

The first section of the clerking school Certificates of Attendance contained in the student kits are to be filled out by the students during the school and the forms given to the instructor. The students shall be instructed to fill out and sign the CFA Clerking School Instructor Evaluation Form contained in their clerking school student kits following the completion of the school. The completed evaluation form should be sealed in the accompanying envelope pre-addressed to the Central Office Clerking Department and turned in to the instructor. However, the instructor shall advise the students they have the option of taking the Instructor Evaluation Form with them when they leave the school and may fill out their evaluation later, providing they mail it themselves in the pre-addressed envelope within one week following the school.

Following the completion of the school, the instructor shall complete and sign each Certificate of Attendance confirming the student is eligible to receive credit for attendance at a sanctioned CFA clerking school; shall fill out by typing or printing the Clerking School Instructor's Cover Sheet listing the students who completed the school; and shall forward the original (white) copy of the Clerking School Instructor's Cover Sheet along with the original (white) copies of the Certificates of Attendance to the Central Office Clerking Department within 15 days of the completion of the school.

IX. CLERKING MANUALS AND FORMS

A number of manuals and forms have been developed and are available to assist clerks in performing their functions. The clerking manuals and reasonable quantities of the forms needed can be obtained by contacting the Central Office Clerking Department in writing, including the appropriate payment for any manuals requested. The clerking manuals and forms currently available and under preparation are as follows:

1. Clerking Manual. \$4.00 each.
2. Master Clerk Manual. \$3.00 each.
3. Clerking Guidelines & Procedures.
4. CFA Clerking Evaluation Form.
5. CFA Clerking School Instructor Evaluation Form.
6. Clerking School Certificate of Attendance (three-part carbonless form).
7. Clerking School Instructor's Cover Sheet (two-part carbonless form).
8. Clerking Contract (two-part carbonless form).
9. Master Clerk's Statement (two-part carbonless form).
10. Preliminary Finals Form (4 1/4" x 5 1/2" padded forms for Ring Clerk's use to immediately advise the Master Clerk of results of individual finals).
11. Clerking School Student Kit (only available for Clerking Schools) contains a copy of the current CFA Show Rules and one each of items 1, 3, 4, 5, 6, 7, 8 and 10 above). \$7.00 each.

X. CFA CLERKING PROGRAM MANAGEMENT

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