



YFEP – Youth Clerking Program Checklist

Thank you for your interest in the YFEP – Youth Clerking Program! This checklist will give you the information you need regarding prerequisites and guidelines during your time in this program. Our hope is for your continued growth and development in CFA, and that you'll “graduate” to become a licensed clerk! Should you have any questions along the way, please feel free to reach out to your Regional Coordinator, or Carmen Johnson-Lawrence, YFEP Chair.



Pre-requisites to start Youth Clerking Program

- 1> Interested YFEP members must have been an active member of YFEP for two years.
- 2> At least 10 years of age, or 5th grade (whichever is the older).
- 3> Have actively shown a cat during an entire show season. **To be considered active, a youth must show in at least 40% of the shows in a given season.**
- 4> Have previously stewarded at least six assignments (a 6x6 would be considered two assignments).
- 5> Signed parental permission. A signed letter or email from the parents is acceptable.

Once you meet the following criteria, you can start “assistant/shadow” clerking.

YFEP – Youth Clerking Program Levels

- 1> Level 1/Shadow - The first three assignments should be strictly shadowing and an opportunity for you to learn as much about the ring as possible. At the discretion of the chief ring clerk, you might participate in any of the processes of the ring (such as marking/recording finals, putting up/taking down ring cards, etc). You should complete these shadow assignments with three different chief ring clerks, if possible.
 - a. On the evaluation form, the YFEP member should select whether it is their 1st, 2nd or 3rd assignment.
 - b. After three separate assignments, based on evaluations a youth may move forward to Level 2. In the event a youth is not ready to move to Level 2, the options may be to continue at the shadowing level, or to leave this program for a period of one year. After one year, the youth could request the join this program again.
- 2> Level 2/Assistant Ring Clerk (Trainee) – At this level you will actively participate in ring activities. Activities should start slow and focus on one item at a time. Maybe one day is ring cards, another day is the catalog, another announcing, etc. Again, this will be at the discretion of the chief ring clerk. This level is open ended. It could last six assignments, it could last a year or so; again, this is based on skill and ability to learn.
- 3> Level 3/Assistant Ring Clerk – At this level you should be able to successfully run a ring on your own. You will still be considered a youth assistant clerk, with a chief ring clerk supervising. At this level you should be able to:
 - a. Correctly record in the catalog.
 - b. Keep the pace of the ring running smoothly.
 - c. Communicate effectively with the judge, understanding the judge’s needs and wants. It is even better if you can anticipate the judge’s needs and wants.

- d. Have clear understanding and knowledge of the various ribbons and how they are hung; have the ability to recognize if the judge makes a mistake in hanging ribbons.

Responsibilities at this level will be based on the show entry count.

- a. Show of 200 or higher, responsibilities should be limited.
- b. Show of 150-200, at the discretion of the chief ring clerk.
- c. Show of 100-150, the youth should be able to run the ring.

For the last three clerk assistant assignments you complete, evaluations should be completed by both the chief ring clerk and the judge.

You will remain at Level 3 until the age of 14 ½ years.

- 4> Level 4/Chief Ring Clerk - At this level, you will go through an “interview” with either your YFEP Regional Coordinator, YFEP Chair, or Clerking Chair. Questions that may be asked could be related to ring mechanics in the rings, ribbons, pace, communication, as well as how to handle difficult exhibitors. Should the interviewer feel confident in your abilities, you will be allowed to move on to complete your 6 solo assignments. When you become 15 years of age, you will have or should be close to having completed all the requirements, and you will be ready to attend a clerking school and pass the certification exam. Note: This interview does not need to be completed in person, but it is preferred. It can take place at a show or at a convenient location for both parties.
- 5> At age 15, you will “graduate” out of the YFEP Youth Clerking Program and move into the CFA Clerking Program.