

# Ohio 4-H Shooting Sports Equipment Custodian Transfer Form

*This form should be completed when transferring stewardship of 4-H club/program owned equipment between Shooting Sports Instructors for storage and program use, or for permanent transfer to another 4-H club/program. All equipment should be stored and maintained by certified 4-H Shooting Sports Instructors.*

*Instructions: Type or use ink to complete this form. Keep the original form for the transferor's (person giving the equipment) records and duplicate (copy) the form for the transferees (person taking the equipment) records. Turn in a third copy to your local Extension Office for their records.*

The transferee signing this form will be responsible for loss due to theft, damage, or other cause. They will provide or arrange for, the repair, maintenance, or proper disposal of this equipment as needed while in their care. The transferee will provide security in accordance with the 4-H Shooting Sports equipment storage policies for the equipment listed on this form. In the event of theft, a copy of the police report must accompany this form to remove the item from the asset listing. In the case of equipment disposal, a record of the disposal will be kept with the equipment records. The recipient will bear responsibility for the return or transfer of this equipment should they leave the shooting sports program. Ownership of this equipment remains with the 4-H Shooting Sports Club/Program.

**Transferor:** Name as it appears on the Driver's License: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Signature of the Transferor: \_\_\_\_\_

**Transferee:** Name as it appears on the Driver's License: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Signature of the Transferee: \_\_\_\_\_

**Date of Transfer:** \_\_\_\_\_ **Time of Transfer:** \_\_\_\_\_

### Equipment Ownership

**Club/Program name:** \_\_\_\_\_

**County:** \_\_\_\_\_



<b>Equipment Description</b> <i>Make / Model / Caliber</i>	<b>Serial #</b> <b>Inventory #</b>	<b>Condition</b> <i>Excellent / Good / Damaged</i>	<b>Describe Damage</b>

*If additional equipment is to be transferred, please attach using additional forms.*

