

Weapons Exemption Request Template

*– to be used for all purchases of firearms, ammunition, Archery bows and arrows.
Additional items may need this exemption attached BEFORE purchasing restricted items.
It's best to check with your purchasing agent before making the purchase.*

Step one - follow this link to the Weapons Exception online Request page.

https://cm.maxient.com/reportingform.php?OhioStateUniv&layout_id=41

The page will open to the **Weapons Exception Request form**. The information below will help you to complete the online form. Please read and review the sections **in red** as they are important notes for you, as the person completing the request. There is also **SAMPLE** wording that will need to be adjusted to **your specific information** for this request.

Section 1 Background Information

Your full name (requester) - You may enter (your name) as the requester if you are dealing with the grant or the restricted purchase – **Please note ONLY the first person entered here will receive the confirmation of the weapons exemption being filed. You can add additional people in the Involved individuals section but they will NOT get the confirmation number.**

Your full phone number: - Enter the number you would like them to contact you on.

Your email address – Enter the address you would like them to contact you with for questions.

Your physical address – Your County Office be sure the include **OSU Extension – your county** in the address.

Involved Individuals Section

Name or Organization – Ohio 4-H Shooting Sports

Select Role DWE Submitter

SID, if an OSU Student - Leave blank.

Phone number – your phone number as above

Email Address – you email address as above **(The email entered here will be the only email that will get the confirmation number. This is important to know. That number should be filed to reference should you need to check back on the approval of your exemption.)**

Click the blue box to Add Another Party – **this will bring up a duplicate section just like the one you just filled out.**



Add – Tracy Winters as another party

Name or Organization – Tracy Winters - Ohio 4-H Shooting Sports

Select Role DWE Submitter

SID, if an OSU Student - Leave blank.

Phone number – 740-794-6004

Email Address – winters.5@osu.edu (This is the email **will NOT** get the confirmation number. Please forward the confirmation to Tracy Winters with an explanation of what you are purchasing, which county or grant the purchase is for.)

Add Another Party – Add your county Extension Educator as a 3rd person if they are involved in the grant or event for which the purchase is being made. **It's a good idea to also forward the confirmation number to them as well.**

Questions Section – **the notes in red below include SAMPLEs for you to look at when filling out your form. Please only include your specific request and not the samples.**

Who is the request for – An Organization (this is a drop down choice)

Provide a description of the weapon or device. Please note that a clear photo must be attached to this form. (Required)

Sample Descriptions of what you want to purchase:

Sample for ammunition

20GA Target Loads 250 CT (Remington) Quantity 32

.177 Cal. Pellets 500 CT (Crossman) Quantity 12

Make model and brand of the firearm. Include the number being purchased.

Name/brand/model of bow and or arrows, Include the number being purchased.

To find pictures to attach you may google the exact item you wish to purchase, save a picture of that item. You will be asked to upload pictures of all items at the end of the form.

Provide an explanation of its intended purpose on campus. (Required)

Sample wording to use here - Ohio 4-H Shooting Sports is a county based 4-H program in which 4-H members practice safety techniques, response to range commands, and learn basic shooting fundamentals. The program is led by State and National 4-H certified instructors. County shooting sports programs may contain 5-100 youth, each divided into individual disciplines such as rifle, shotgun, pistol, muzzle loader, hunting & wildlife, crossbow, and

archery. Youth participants are also divided by experience levels and age groups under the guidance of a trained shooting sports instructor in that discipline.

This specific request is being made for (insert county/camp name) 4-H Shooting Sports Program and will NOT take place on OSU campus.

Be sure to stress this purchase is for Ohio 4-H Shooting Sports and that the use WILL NOT be on campus but will be used in a county program under direct supervision of trained Shooting Sports Instructors.

Provide a description of safety measures that you plan to have in place. (Required)

Sample wording for this section - Shooting sports instructors have completed a nationally certified training workshop conducted by the State 4-H Shooting Sports program. They have learned techniques necessary to teach youth the fundamentals of shooting. The firearms and ammunition are stored in a locked container, which is kept by the certified shooting sports instructor. Safety protocols in place include participants always wearing proper safety gear (ear and eye protection) shooter to instructor ratio is kept at a minimum number, all equipment is thoroughly inspected before use, all safety protocols are reviewed with participants at the start of each meeting, a range safety officer is assigned to oversee each range. An emergency management plan for each county club and program is created and on sight for each event.

Be sure to stress the parts above that are underlined.

Fully detail the time and location that the weapon and/or device will be used. Please include if it is a onetime use or multiple occasions. If specific details are not provided your submission will not be considered. (Required)

Sample wording for this question - All equipment/ purchase will be used on multiple occasions (or single use if just for a onetime event) during the County 4-H Shooting Sports practice sessions (or your event here) which are held weekly during the county 4-H Shooting Sports season (or the date of your event) which can run year-round. Each club or county program maintains a meeting and event calendar of dates. **All events occur at Off campus locations.**

If you have any additional comments that would aid in your request process, please leave them here. This is not required by OSU but please put the following information in this box.

Name of the person who is receiving the item _____ (title) This may be your shooting sports instructor.

Name of the person responsible for the items _____ (title) This will be your shooting sports instructor. WE can not store any firearms, archery equipment or ammo at the County Offices.

See sample below.

Sample wording - OSU Extension 4-H Educator Chris Clover will be receiving the purchased items. Brutus Buckeye 4-H Volunteer Nationally certified 4-H Shooting Sports Instructor in Rifle, Pistol and a NRA Pistol instructor will take position of the purchase and be responsible for safe storage and use at the 4-H camping events to be held in July at Kelly's Island 4-H Camp.

Add this disclaimer - Name brands of ammo/firearms listed above could change based on supplies available at the time of purchase due to the current supply chain shortages.

Be sure to upload pictures of the exact item you are purchasing as an attachment.

ONCE YOU HAVE SUBMITTED THE FORM, PLEASE BE SURE TO EMAIL THE FOLLOWING PEOPLE

Tracy Winters - winters.5@osu.edu – Let her know what you are purchasing, for what county the purchase is being made for and if it is related to an ODNR grant or another grant.

Kelly Smith – smith.4941@osu.edu Student Life Kelly need only to know that a form was submitted on behalf of Ohio 4-H Shooting Sports. This allows her to log into the system and approve it on her end. **Please note if positions change and Kelly changes jobs this just needs to go to the person in her position.**

Chief Dennis Jeffrey – Jeffrey.4@osu.edu Ohio State Campus Police need only to know that a form was submitted on behalf of the Ohio 4-H Shooting Sport. This allows him to log into the system and grant his approval and send the form on. **Please note if positions change and Chief Jeffery position changes this just needs to go to the Chief of Campus police.**

