

# Year Round Event Procedures For Points of Contact

Abbreviations used in this document:

- **AVA:** American Volkssport Association
- **POC:** Point of Contact
- **SWS:** Sacramento Walking Sticks
- **YRE:** Year Round Event

There are several purposes for this document:

- Make these procedures available to anyone who wants to work as a Point of Contact
- Meet the Club's need to send quarterly reports to AVA
- Meet the needs of the Club's Treasurer in dealing with the income from YREs
- Encourage use of the YREs by accommodating non-traditional uses
- Clear the walker's checks as fast as possible

## Routine Tasks:

From time to time, the start box for any YRE will need to be checked. Walk directions, sign-in sheets, and other supplies can run out. And the money should not stay in the lock box for long periods of time. Here is a checklist for things you should take with you when you check on the start box:

- Quarterly Report Form
- Income Report and envelope addressed to the Treasurer
- Key for the payment box, if applicable
- Extra pens
- Walk Instructions for each walk
- Sign-in sheets
- Ink roller (to add ink to the stamp pad)
- Pre-addressed mail in payment envelopes (if your walk does not use a locked container for payment)
- Extra Insert cards

When checking the start box, make sure:

- There are enough copies of walk instructions for each walk and Insert Cards to last until the next time you check
- Complete the Quarterly Report form for this visit
- Take any sign-in sheets that are full
- Remove all money from the payment box, complete the Income Report, and submit to the club Treasurer.

## End of the Quarter:

At the end of each calendar quarter, AVA requires each club to submit an After Action Report for all YREs. The After Action Report is the basis upon which AVA bills the club for credit walkers and charges late fees if it is not submitted in a timely manner. Make a copy of the completed report for your records and send the original to the Treasurer along with the money, New Walker Coupons, Stick's Bucks, and completed sign-in sheets. The Treasurer will forward sign-in sheets to Myrna Jackson for "permanent" storage by the end of the year (the liability statements must be kept for 7 years).

The start/finish point should be visited late on the last day of the quarter or early the next day in order to get the correct information. Complete the Quarterly Report by totaling the columns at the bottom of the sheet. Complete instructions are available on the "Admin/Legal" page of the website.

There are two quarters that require a little extra effort:

- **January 1:** AVA sends new stamps to be used for the new year. Be sure to replace the stamp as close to January 1 as possible. It is also a good idea to cut out the "+" sign and put it back into the stamp. This makes it easier to remove after it gets grungy with ink. The "+" sign indicates that the stamp was used in the first half of the year. Remove the last sign-in sheet (send in with the quarterly report) and start the next one with 1 to restart the sequence for the new year.
- **July 1:** Remove the "+" sign from the stamp. The absence of the "+" sign indicates that the stamp was used in the second half of the year. It is important that this be done as close to July 1 as possible.

**Quarterly Reports are due to the Treasurer and Gail Samcoff by January 10, April 10, July 10, and October 10.** AVA charges clubs a substantial fee for submitting After Action reports late.