

Summary of Duties – Point of Contact For Wednesday Guided Walks

****From Concept to Community: The Birth of the Wednesday Guided Walk Program****

In 1992, what began as a simple idea to “get a few extra kilometers during the week” blossomed into the Wednesday Guided Walk Program.

****Mission Statement for ESCV Guided Wednesday Walks: ****

The mission of the Wednesday Guided Walk Program is to create opportunities for community members to accumulate additional kilometers during the week, under the guidance of a leader equipped with a map and directions. The program encourages participants to walk without breaks, except to regroup as a cohesive group. These walks focus on Fun, Fitness, And Friendship. (And most often Lunch After the Walk.)

The program is designed to be easily organized and administered from the “trunk” of a car, welcoming participation from all who wish to join.

****Organizing a Successful Walk: Key Steps****

1. **Choose a Starting Point:**

- Identify a location with accessible bathrooms and sufficient parking. Gaining permission from the property owner is essential, and while permits from the town may not always be required, it's wise to check. Occasionally, an additional insurance form, listing the organization's name, may be requested. This can typically be obtained from the American Volkssport Association (AVA) upon request, for a nominal fee.

It is very important that the POC walk and/or drive the route a few days before the walk day to make sure there are not any 'impediments' on the walk route (like road closed, paving, detours, sidewalks blocked off, etc...)

2. **Devise the Route:**

- Create walking routes of 5K and 10K. Including detailed directions of the routes, Coordinate with Trail Master Linda Morzillo and map creators Wayne Knapp and Larry Godshalk to ensure accurate and safe walking routes. Research on the AVA website and incorporate any qualifying Special Programs along the route. Prepare copies of the route and map for the walkers, guides and sweeps.

Today, Wednesday walks are not always guided. Each member receives a Walk Packet in the weekly Hotmail with directions to follow the route. A guided walk alternative may also be offered.

3. **Event Day Coordination:**

- In preparation of the event it is essential to assemble volunteers to ensure smooth operation at the registration table with sign-in, collecting walk fees, and stamping of event books.

4. **Post-Walk Procedures:**

After the walk, fill out the After-Action Electronic Report Form and submit.

Fill out Treasurers Report Form and include a check for cash collected and mail to Terry Gitnik along with any New Walker coupons, ESCV Incentive Coupons, and Pink Pre-Paid Coupons.

Scan and email completed Sign-In sheets to Eileen Skinner for the 10 walk awards.

Submit the original Sign-In sheets to Katharine Horn, to be kept on file for seven years (AVA Regulation).

Pass on the Green Wednesday Walk bag, along with the two tables and two chairs to the next POC.

This ensures that all necessary materials are readily available for the next walk and maintains continuity.

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