

Summary of Duties - Point of Contact for Year Round/Seasonal Walks

Current walks: The President of ESCV will receive the Stamps from AVA and distribute to POCs. Generally, the Year Round and Seasonal stamps, new sign-in sheets and insurance form, are distributed to each POC, usually at the Holiday Party.

Bookmarks are available at the New Years Day Walk to place in the walk boxes and handed out at each walk to members requesting one.

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

Be sure to change the stamp to the current year before Year Round/Seasonal walk.

The new insurance form should be placed in a clear sleeve in the notebook (discard the old one), which also contains a page about sign in and stamping procedures. Qualifying AVA Special Programs, contact numbers & more.

Please put the sanction #, walk name at top and then Number the spaces on the sign-in sheets and place these in the notebook.

Periodically you may want to change the directions of the current 5K or 10K. Coordinate with Trail Master Linda Morzillo to check directions. If you need new maps check with map creators Wayne Knapp or Larry Godshalk to ensure accurate and safe walking routes. Each year research the AVA website and incorporate any qualifying Special Programs along the route. Prepare copies of the route and map for the walkers.

Recheck the hours of operation for the starting point (any changes) for the next year in June-July.

They can be included in the narrative of the directions and should be listed on a separate page in the notebook. Make copies of walk directions and maps and place them in the box. Be sure to have copies of walk directions and maps for your scheduled walk to hand out to new members or Meetup members that join for a walk

Check walk boxes periodically to be sure you have enough envelopes, start cards, pens, directions, maps, and sign in sheets.

For a new walk - 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. Find a Start Point that is open for many hours, hotels are a good example. Parking and bathrooms are needed either at the start/finish point or nearby.

Create walking routes for a 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.

Each year the AVA Special Programs need to be updated. Research on the AVA.org website and incorporate any qualifying Special Programs along the route.

They can be included in the narrative of the directions and should be listed on a separate page in the notebook. Make copies of walk directions and maps and place them in the box. Be sure to have copies

of walk directions and maps for your scheduled walk to hand out to new members or Meetup members that join for a walk.

The Coordinator of the Year Round/Seasonal Walks schedules a spring, and a fall Group Walk for each walk. POCs will be consulted about their preferred dates. Group Walks may be scheduled on Wednesdays from September to April at 10AM, Saturday's at 10AM or Sundays at 1:30 PM.

Quarterly Reports fill out the After-Action Electronic Report Form and submit, on March 31st (YREs only), June 30th, September 30th and December 31st (Seasonal events run April to December).

Quarterly participation numbers, number of credit walkers, number new walker coupons, number ESCV Incentive Coupons, number of Pre-Paid Pink Coupons used to **Eileen, by the 10th of next month at the latest.**

Fill out the Treasurers Report Form and include a check for cash collected and mail to Treasurer along with any New Walker coupons (mark ESCV Club #0410) ESCV Incentive Coupons, and Pink Pre-Paid Coupons.

AVA will fine clubs who do not have their reports on time.

Additional Notes - POCs of All Walks

If you need forms, please go to the ESCV website where most are now posted and print them out. Use the *For ESCV Members Use Only* link.

If you have questions or would like help with filling out the forms, *please ask!*

The registration (sign-in) forms are to be kept on file for seven years for legal purposes (AVA regulation) by the POC.

Be sure to thank/gift the box host in some thoughtful way for their gracious gesture in allowing us to use their place of business as a start point.

Updated August 6, 2025