

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

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

Obtain permission from the owner/manager to stow the walk box. Tell them that people will come in and ask for the “walk box” and the only thing they need to do is hand it over. The people will bring it back for storage when they are finished. It is also acceptable to store the walk box in a quiet corner of the public area.

Current walks: Pat Whalen (supplies), contacts all POCs in the fall to find out which supplies such as pens, envelopes, start cards, etc., need replenishing. She distributes the supplies, including the new sign-in sheets and insurance form, to each POC, usually at the Holiday Party. Denny Cottrell distributes YRE/Seasonal Booklets & Bookmarks to place in the walk boxes.

Recheck the hours of operation for the start point (any changes) for the next year in June-July Be sure to change the date on the stamp (this year the “14” was removed and replaced by “15”), on January 1st or 2nd for YREs. Do the replacement of the date on the stamp for the walk box as it is prepared for the seasonal events. The new insurance form is to be placed in a clear sleeve in the notebook (discard the old one), which also contains a pages 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.

The [AVA Special Programs](#) need to be updated yearly. They can be included in the narrative of the directions and must be listed on a separate page in the notebook, make copies of walk directions and maps and place in the box.

The chair of the YRE/Seasonal Walks schedules a spring and a fall Group Walk for each walk. POCs will be consulted for their preferable dates. Group Walks may be scheduled on Wednesdays from September to April @ 10AM, Saturday’s @10AM or Sundays @ 1:30PM..

Make sure Check walk boxes periodically to be sure you have enough envelopes, start cards, pencils, pens, directions, maps, etc.

Quarterly Reports need to be completed on March 31st (YREs only), June 30th, September 30th and December 31st (for seasonal events the date is November 30th). The Treasurer should have the report, any coupons and money from you by the **10th of the next month, at the latest**. Remember to mark Coupon Walkers (some have new walker coupons and some have incentive coupons), as credit walkers, and \$2 Walkers as non-credit, so your figures are accurate. (see report instructions)

Send quarterly participation numbers, the number of credit and non-credit walkers, new walker coupons used to Eileen, by email, by the **10th of the next month at the latest**.

AVA will fine clubs who do not have their reports in 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 green *For ESCV Members Use Only* link.

If you have questions or would like help in 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.