Wednesday POC After Action Report

All After Action Walk Reports should be filed electronically, by one person, **within 10 days of the walk.** To facilitate this process, our Club is using the following procedure:

- 1. Fill out all your forms and paper work
- 2. The Treasurer's Report, new walker coupons (please print ESCV's club number, #0410, and the Event/Sanction number (six digit number found on the sheet that came with the stamp piece) on the back of each coupon and All monies are to be sent to Terry Gitnick TREASURER
- 3. The ESCV After Action Walk Report (on the bottom of this page) is to be sent to Eileen Skinner, preferably the day after the walk **<u>by E-MAIL (EFSkinner@aol.com</u>)**.

<u>DO NOT SEND</u> - AVA stamp or New Walker Coupons to AVA, (Pass the HANDLE ON WITH THE BOX)

5. We are required to keep and store the sign-in(registration) sheets for 7 years (AVA rule).

ESCV After Action Walk Report for Traditional/Wednesday Event (email to <u>EFSkinner@aol.com</u>)

Date of Walk	Event/Sanction #
Location of Walk	POC
Number of walkers by category (each walker goes in one category only):	
IVV Credit only No	ew Walker Coupons
Total number of walkers	
<u>Updated</u> 12/2021	