

# Summary of Duties

## Point of Contact for Traditional Events

Find a Start Point with bathrooms and parking which means getting permission from whoever owns the place. This may or may not require permits from the town. Usually it doesn't. Sometimes an insurance form is requested with the organization's name on the form. That is obtained on request, for a small fee, from AVA by the chair of the TE Events.

Devise a 10k and a 5k route. Write up the directions. Research and include all qualifying Special Programs along the route. Make a map. Check directions by walking the route with someone who hasn't been involved with the route development. This is very important as directions can be confusing if not clearly written. Make copies. There is no definite number of copies to make. If bad weather is predicted, fewer walkers may show up.

Design a brochure and submit to Arden Eileen (web master) who will post it on the website and create a link to it for the newsletter.

On the Wednesday before the event, write a Hotmail - the purpose of which is to remind people about the walk and to offer any last minute instructions regarding parking, etc.

The day before the event, mark the trail, if allowed. Use **orange cards and tape** for 10K and **green cards and tape** for 5K. Make sure the 'WALK BOX' contents are

**Before** the day of the event, have people ready to staff the registration table. One person should act as a greeter, to supply info & help new walkers. Two or three people are needed for the sign-in (releases-making sure it the **info is readable** and signed by the individual), collect money and stamp books. Issue start cards to all walkers. Someone must Remain at the registration table until the event is over (listed Finish Time) and have collected the start cards to account for all walkers. AVA regulation require for traditional events to stamp books **after** the walker has returned with the start card. Books may be collected and stamped while the walker is out on the trail. If possible, have a manned checkpoint with water and candy.

ASAP after the walk, Fill out the **After Action Report** (electronically sent) and **Do NOT Mail** stamp back to AVA. Send treasurer's after action form with the money to Terry Gitnik along with any New Walker or incentive Coupons. Send participation numbers of walkers to Eileen per the instruction sheet. Keep (POC) the registration forms (sign-in forms), on file for seven years (AVA Regulation). Pass the Walk box along with the stamp handle to next POC