

Summary of Duties - Point of Contact for Wednesday Guide Walks

From an idea to 'get a few extra kms during the week' back in 1992 , our Wednesday Guided Walk Program was born.

Mission Statement for ESCV GUIDED WEDNESDAY WALKS:

The mission of the Wednesday Guided Walk Program is an opportunity to obtain additional kilometers during the week, led by a person with a map & directions.

*It's purpose is to walk for a couple of hours **without** stops, except to keep the 'group' together.*

These walks are for exercise, enjoying friendship and fun without commentary or presentations during the walk.

It is meant to be simply administered from the 'trunk' of a car, so that all can participate and walk.

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

Devise a route. Write up the directions and create maps for 10K and 5K routes. Research for and include all qualifying Special Programs along the route. Check directions. Make a few copies of the route for the 'GUIDES & SWEEPS.

Before the day of the event, ask people to help staff the registration table. One person should act as a greeter, supply info & help new walkers. At least two to 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. Appoint leaders and sweeps for the 10K and 5K groups.

ASAP after the walk, Fill out the After Action Forms and Mail stamp back to AVA with any New Walker Coupons. Count money. Send treasurer's after action form with the money to the Treasurer. Send participation numbers of walkers (by email) to Eileen per the instruction sheet. & also 'snail' Mail the registration sheets to Eileen (for tallying walkers. When they reach 10 Wed. walks, an achievement button is awarded) She will then pass the sheets on to the Coordinator of the Wed. Walks who will keep them on file for seven years (per AVA regulations).