

## 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.*

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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.

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 registratin names of walkers to Eileen for 10 walk award. Make or give copy of (POC) the registration forms (sign-in forms) to Deb D'Arcangelis ,to be on file for seven years (AVA Regulation). Pass the Walk box along with the stamp handle to next POC.