

Falcon Wanderers



Operating Handbook

December 11, 2017

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1. Falcon Wanderers (FW) Operating Handbook Governing Documents

- a. Articles of Incorporation of the American Volkssport Association (AVA), dated December 23, 2016
- b. AVA By-Laws, dated June 17, 2015
- c. AVA Policy Book, dated July 11, 2017
- d. FW Constitution, dated October 10, 2017
- e. FW By-Laws, dated October 10, 2017

2. Club Dues and Fees

(a). Membership Dues. First year membership dues are \$10 per person, \$16 per couple, or \$20 per family providing the member(s) selects electronic distribution of club information. Membership renewal fees are \$8 per household with free renewals for households with a person 70 years of age and older. Members requesting postal distribution of club information are required to pay an additional \$10 per household. All first year club members receive an embroidered club patch with their membership card.

(b). Event Registration Fees. The fee for Award Registration, which includes IVV Credit, is the cost of the award rounded to the nearest dollar plus \$3.00. The fee for IVV Credit only will be \$3.00. The fee for participants who do not desire an event award or IVV Credit is free. Pre-registration of participants will be offered on all events with an award. A \$1.00 discount will be offered on all Award Registration Fees received no later than 1 week before the event. Pre-registration forms will be printed on the event brochure. If the club holds an event in a facility (such as a State/Federal Park) or with a sponsor charging an entrance, participation, donation, or use fee, the club will note the required fee in the event brochure and indicate whether the fee is being collected as part of the Event Registration Fee or separately.

(c). IVV Event and Distance Record Books and New Walker Packet Fees. These items must be available and for sale at all AVA/IVV sanctioned traditional events. The fee for these items is established by the AVA. Currently, the fee for record books is \$6.00 and for new walker packets is \$5.00.

(d). Usage Fees for Start/Finish Locations. Event coordinators for traditional AVA events must obtain approval for any facility usage fees with the FW Executive Board. Failure to receive Executive Board approval may result in the event coordinator paying the facility usage fee.

3. Club Donations

(a). Solicitation. The Falcon Wanderers Volkssport Club can solicit monetary and property donations. Unspecified monetary donations will be deposited into the FW savings account for use in support of club operations. The donation jar available at all club traditional volkssport events is one example of an unspecified donation. Solicited specified monetary or property donations can be collected and will be identified for the designated cause; i.e., club copier, community food pantry, memorial.

(b). Voluntary. The club can accept voluntary monetary donations. Unspecified monetary donations will be deposited into the FW savings account for use in support of club operations.

Specified monetary donations will be collected, identified, and used for the designated cause, if possible. The fate of non-executable funds will be determined by the FW Executive Board.

4. Bereavement Program. Condolences for the death of a club member or an immediate family member (parent, spouse, sibling, or child) will be acknowledged (with permission) via a sympathy card and entry in the Club Newsletter and Club Website.

5. Club Specialties. The Club Specialties Sales Manager makes sure all club specialty inventory, which includes: AVA state bars, AVA pins, AVA bumper stickers, AVA book covers, club pins, club shirts, walking sticks, B medals and patches, and other miscellaneous items, is in good, saleable condition and there are adequate supplies of these items in the inventory. He/she also brings these items to sell at select walking events and club meetings as specified, and orders items as needed and/or instructed by the Club President. The Sales Manager determines pricing of old inventory to move such inventory (i.e., outdated patches, unpopular t-shirt sizes, etc.), at the discretion of the Club President. All purchases must be procured in accordance with the Club's Constitution and By-Laws outlining funding approval levels.

6. Event Awards. Event coordinators planning on an event award will coordinate at least 4 months prior to the event with the Club Specialties Sales Manager. The event coordinator will fill out the Award Worksheet Guide, which the Specialties Sale Manager will use to coordinate with the awards vendor.

7. Club Patch and Membership Card. All new club members will receive a club patch and membership card. All membership renewals will receive a new membership card. The Club Membership Manager/Assist is responsible for sending the club patches and membership cards.

8. Club Delegates for the AVA Convention. Delegate (primary & alternate) selection and election, and proxy designation will occur each year an AVA Convention is held; normally biennially during the odd year. The FW Club reimburses the delegate that represents the Club at the convention; the delegate fee or \$75, whichever is less.

9. Club Nominations for AVA Recognition Awards. Club members can be nominated at any time for an AVA Recognition Award, and are usually solicited during convention years, with submission deadlines established.

10. Falcon Wanderers Special Programs. The Club Special Programs Manager is responsible for executing any Special Program approved by the Executive Board. He/she insures the special program inventory of books, patches, tickets, etc. is on-hand, with adequate supplies at all club meetings and FW traditional walking events. In his or her absence, they will ensure someone in the start/finish area can execute and manage all FW Special Programs.

(a). Doggie Books. Doggie Books are made available to Rocky Mountain Wanderers and Falcon Wanderers Volkssport Event Participants for their dogs to keep track of their volkssport achievements. Doggie Books are available in 10, 25, and 100 event increments. A donation of \$2.00 per book for printing and awards is requested. A rubber stamp from the FW inventory will be used to complete an event stamp in the Doggie Book. Completion of a Doggie Book results

in the following awards: 10 – Doggie Treats, 25 – Official Waggin’ Wanderers Bandana, and 100 – a specially designed patch.

(b). XX Events in Year 20XX. These event books are made available to Volkssport Event Participants interested in completing XX YRE/SEA events sponsored by Rocky Mountain Wanderers, Falcon Wanderers, and Woodland Wanderers during the calendar year. Award for completion of this Special Program is a patch designed specifically for this program. The IVV Credit Stamp for the YRE/SEA is used to complete this special book. Cost for the event book is \$10.00.

(c). Discounted Tickets Program. This program reduces the fee for Falcon Wanderers Club Members to complete the club's seasonal and year-round events only. Tickets are sold to and used by club members to complete only Falcon Wanderers and Woodland Wanderers YRE/SEA Events. The tickets sell for \$2.50, but its face value is \$3.00. The tickets are sold in groups of 10 for \$25. The tickets are not redeemable, if unused, but do not have an expiration date. Only one ticket/person/start card may be used. The tickets may be used to defray the cost of an award (i.e., \$4.00 plus coupon [\$3.00] would equal the cost of a \$7.00 award). The tickets will be advertised in the club newsletter and will be sold by mail and at club meetings only. Mail orders should include: order form, SASE, and payment.

(d). IVV Event and Distance Record Books and New Walker Packet Sales. These items must be available and for sale at all AVA/IVV sanctioned traditional events. The price for these items are established by the HQ AVA.

11. Event Coordinators. These individuals are the backbone of the club. Without their volunteering to coordinate volkssport events, a club can not exist. The job of Event Coordinator is not difficult, but there are several steps, some considerations, a few decisions, and many details that go into putting on an event. It’s not that the life of an Event Coordinator is difficult; it’s just that not all the responsibilities and timing of the job are readily apparent. Thus, Guidelines for Traditional Event Coordinators (see Appendix C) is available to help you coordinate a quality event.

12. Fellowship Walks. Fellowship Walks are an opportunity for interested walkers to experience an established Year Round or Seasonal trail in a group, guided format, with an event coordinator as the guide. The event is not a separate sanction, different stamp or unique trail from the advertised Year Round or Seasonal walk. A convenient date and specific start time are chosen by an event coordinator, and the event registration and achievement book stamping is usually conducted at the trailhead of the event. The group completes the minor or short kilometer route together, with an event coordinator as a guide. There is no start window or staffed start/finish, and no finish deadline, since the group walks together.

13. Job Descriptions. The Job Descriptions for the numerous jobs performed by elected, appointed, and volunteer personnel are located in Appendix D.

APPENDIX A – FALCON WANDERERS STANDARD FORMS

Master file of all club documents and forms is maintained by the Club's Executive Secretary.

1. Membership Application
2. Welcome to Volkssporting / Membership Application
3. SEA YRE Quarterly Turn-in Report & Instructions
4. SEA YRE Event Registration Log – Credit Only
5. SEA YRE Event Registration Log – Award
6. Discounted Tickets Program
7. FW Proxy Form
8. Club Stationery
9. Volkssporting Information Book
10. Event Workers List & Instructions
11. Doggie Books
 - 10 Events
 - 25 Events
 - 100 Events
12. XX Events in 20XX Booklet
13. Get Well Card
14. Sympathy Card
15. Copyright & Accident Notification Box
16. SEA YRE Booklet Donation
17. Officer Volunteer Position Worksheet
18. Membership Card
19. Business Cards
20. Brochure Worksheet
21. Award Worksheet Guide
22. Event Brochure – Award
23. Event Brochure – Credit Only
24. Guidelines for Traditional Event Coordinators
25. Membership Record
26. Membership List – Microsoft Excel
27. New Member E-mail List Invitation

28. New Member E-mail Changes
29. Membership Renewal Letters
 - Basic, Under 70
 - 70+
 - Officers, Workers, Event Coordinators – Complementary
30. Welcome New Members Letters
 - Basic, Under 70 (6 pgs)
 - 70+ (6 pgs)
31. Club Patch
32. Membership Renewal E-mail Reminder
33. Membership Renewal Listing for Newsletter
34. Membership Statistics
35. Membership Trends
36. Membership List Output – Microsoft Word
37. Event Workers Summary
38. Officer Signatories ENT Account
39. SEA YRE Report X Qtr 2018
40. FW SEA YRE Participation Report 2018
41. FW Checkpoint List
42. New Walker Packets and IVV Books Reorder Form

APPENDIX B – SUSPENSE DATES

Report	Deadline
Annual Club Dues to HQ AVA	1 Jul
Starting Point YRE/SEA Inputs to HQ	1 Aug
Annual Electronic Filing Requirement for Small Exempt Organizations Form 990-N (e-postcard)	15 Nov
Officer Update Report	15 Nov or within 30 days of officer updates
Annual Financial Report and Worksheet (AVA Form 102C3F)	15 Nov
Colorado Periodic Report to Secretary of State	31 Dec
TAW Suspense Dates	25 th day of: Feb, Apr, Jun, Aug, Oct, Dec
YRE/SEA Quarterly Participation Reports to HQ AVA	Last day of: Apr, Jul, Oct, Jan
Traditional Event Participation Report to HQ AVA	NLT 30 Days After Event
Traditional Event Sanction Request	NLT 90 Days Prior to Event
Event Brochure to Regional Director	NLT 60 Days Prior to Event
Additional Insurance	NLT 60 Days Prior to Event
Incident Report	NLT 10 Days After Occurrence
Club Publications	1 Copy to HQ AVA
Delegate Selection & Proxy Designation	AVA Convention Year, As Directed
Publicity Awards Submissions	AVA Convention Year, As Directed
Recognition Award Submissions	As Desired, or AVA Convention Year, As Directed

APPENDIX C – GUIDELINES FOR TRADITIONAL EVENT COORDINATORS

Guidelines for Traditional Event Coordinators

At least six months before the walk date:

Select a date for your walk from those reserved for the Falcon Wanderers' or pick and reserve an open date on the Rocky Mountain Regional Calendar. Consider weather conditions and trail amenities (shade, drinking water, bathroom access) for the date you select.

Select a location for your walk that has scenic or historical interest, and enough area for at least a 10 kilometer trail. Consider pedestrian safety and busy street crossings, topography and difficulty of the trail, seasonal conditions, and bathroom and water opportunities. Initially, you may want to drive the route and review on a map. Walk the proposed route, and measure the distance. The Trailmeister can assist with the trail location and routing.

Establish a Start/Finish location that is easily accessible, has generous parking (preferably free), and has restrooms and water available. There should be an area suitable for a start/finish, where tables can be arranged for registration, finish stamp, brochures, and merchandise sales. You will need space for 3 to 4 six foot tables, with two chairs per table. Park pavilions or the club tent suffice in summer, but use of fire stations, community centers, churches, or schools are advisable in cooler months. Inquire if donations or rental fees are required for facility use, and secure approval from the club Executive Board before making any commitments.

Establish locations for manned checkpoints along the trail routes, if feasible. The checkpoint area should be accessible for the workers and the water and supplies that they need. The area should provide shelter, accommodate one four foot table with two chairs and ideally have restroom facilities nearby. Sometimes a business will agree to host a small checkpoint table, if walkers might become customers, but inquire if the store expects a fee or donation for their assistance. Unmanned checkpoints are acceptable, with the walker recording an address or name along the trail. Access to rest rooms is preferable, but not required.

At least four months before the walk date:

The event should be sanctioned with AVA at least 90 days before the date of the walk. Provide the date and times of the event, start location, and name of the point of contact to the Trailmeister, who will submit the request to the Rocky Mountain Regional Director for approval and AVA assignment of a sanction number to the event.

Decide if you wish to develop a specific award for your event. You can design an award featuring a scene from the trail, noting a holiday or other celebration, or the logo of a co-sponsoring group (with permission). Awards can be medals, pins, patches, walking staff shields, or any creative item you choose, but cost is a major consideration, and any award design must be presented to the Executive Board for approval. In recent years, most of our walks have been "credit only" due to high award costs with minimum purchase requirements, and the lack of participant interest in awards. (See the Award Worksheet Guide)

A brochure detailing the walk information must be produced and our club goal is to publish it 90 days before the event. This ensures plenty of time to advertise the event and get it on walker's calendars. The brochure must meet specific AVA guidelines, and contain the date, times, location, distance(s), trail difficulty, map and directions to the start point, recommendations for pets, strollers and wheelchairs, any special registration fees, description and image of the award, point of contact information, eligible Special Programs, and a pre-registration form. A brochure worksheet addressing all of the necessary information will be provided for you to complete and return to the Brochure Manager. He will also provide an award worksheet (if applicable), requesting a copy of the award design to replicate on the cover of the brochure. Brochures are distributed to our members, and printed copies are available at club meetings and events. Copies are also mailed to other Rocky Mountain Region clubs, and select local organizations and medical offices.

At least one month before the walk date:

Carefully walk the trail(s), measure distance(s) and check the route directions for accuracy. Your trail directions should include a map, copyrighted walk instructions, and POC information. Work with the Trailmeister, if possible, as he will approve your walk route and instructions. Discuss with the Trailmeister what necessary supplies will be needed, and decide whether the trail needs to be marked in addition to the instructions, and who should be responsible. It is advisable to walk the proposed trail(s) several times, and especially within a week of the event. Construction, closures, and adverse weather conditions can affect the use of the route, and whether revisions are necessary. Review all facility use permits and permissions obtained, and secure any additional liability insurance. Re-verify that rest rooms will be unlocked, or port-a-potties will be available. Send the final walk instructions and map to the Copier Custodian for copying.

On the day of the event:

On the day of your event, arrive an hour early to help set up the start/finish area, mark trail, and ensure that manned checkpoints are staffed and have necessary supplies. You are the host, and should remain at the start/finish location, greeting walkers, and helping the volunteer workers.

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1. Brochure Worksheet
2. Award Worksheet Guide
3. Copyright & Accident Notification Box

APPENDIX D – JOB DESCRIPTIONS

Club Officer	Page Number
- President	D-2
- Vice President	D-4
- Treasurer	D-6
- Executive Secretary	D-7
- Trailmeister	D-8
- Publicity	D-10
- Member at Large	D-11

Volunteer Positions	Page Number
- Brochure & Forms Manager	D-12
- Copier Custodian	D-13
- FW Special Programs Manager	D-14
- Mail Custodian	D-15
- Newsletter Editor	D-16
- Specialties Sales Manager	D-17
- Webmaster	D-18
- Membership Chair/Assistant	D-19
- Facebook Page Administrator	D-21

President Elected Officer Position

Job Description: The President provides overall direction and control of the planning and conduct of all club activities; officially represents the club to the community, government bodies, and the AVA in the IVV; submits all necessary reports to the AVA President; and serves as a member of the presidium of the AVA. The President is one of three elected club officers.

Listing of Job Duties / Responsibilities:

- Chairs the Club and Executive Board meetings
 - Creates and distributes the agendas (including information from the TAW)
 - Ensures that the meeting minutes are recorded
- Appoints the volunteer positions of Executive Secretary, Publicity, Member at Large, and Trailmeister (with Membership Approval at the next meeting)
- Appoints the Chairperson of each Standing Committee (with confirmation of the Executive Board)
- The President or Vice President is authorized, along with the Treasurer to sign all contracts and obligations
- The President can be authorized to cosign disbursements
- Submits the member Recognition Awards to AVA for approval prior to the AVA Conventions, or as appropriate
 - This includes tracking all previous awards to the members to comply with AVA guidelines
 - Update biographies on a periodic basis
- Demonstrates working knowledge of the AVA website for sanctioning events and updating club information
- Creates and maintains a forward-looking calendar for all club functions with their pre-planning due dates, and event dates
- Coordinates updates/changes and information to the FW website
 - Event coordinator updates including POCs, locations, and temporary start or route changes
 - notification of deceased members and obituaries
- Ensures the meeting locations have been scheduled as far in advance as possible
- Provides a monthly article for the FW newsletter
- Official POC for the Farish walk each year (Acts as information POC and obtains the resulting money)
- Appoints a person to audit the Treasurer books per the constitution and by-laws
- The POC for the walking@falconwanderers.org emails
 - This is for inquiries about the club, membership updates, events, or outside contacts
- Ensures that any accident(s) at an event has been properly recorded and the AVA form submitted

- Maintains the notebook for the club with Constitution, By-Laws, Incident Report Forms and Insurance Certificate

AVA Forms Utilized:

- AVA.org website for event updates and reports, forms, certificate of insurance
- Recognition Awards Nomination – AVA Form 302
- Regional Awards Recognition Nomination – AVA Form 303
- Other forms located at <http://www.ava.org/forms.php>

FW Forms Utilized:

- Membership Application
- Welcome New Members
- Membership Renewal Letter
- Membership Cards

Supplies / Materials Utilized and Vendor Where Items are Procured:

Item

Vendor (Name, Address, Telephone Number)

Vice President Elected Officer Position

Job Description: The Vice President assists the President and performs the duties of the President in his absence. The Vice President is the Director of Operations for every traditional volkssport event. He shall maintain all club historical files. He supervises the Ad Hoc Committees' Chairpersons. The Vice President is one of three elected club officers.

Listing of Job Duties / Responsibilities:

- Assists the president
- Performs the duties of the President in his absence
- The President or Vice President is authorized, along with the Treasurer to sign all contracts and obligations
- He can be authorized to co-sign, with the Treasurer, all and any disbursements
- Prepares envelope(s) for archiving paperwork for events, minutes of meetings, etc.
 - Historical Event Files: Brochure, Participation Report, Walk Directions, Start Cards
- Director of Operations
 - Prior to the event
 - Sends email reminder of upcoming events
 - Completes Workers List for event and updates Website with volunteer workers
 - Recruits, updates, and assign workers to positions for the event
 - Publishes a roster of all event workers
 - Ensures work reminders are sent to volunteer event workers
 - Coordinates Pre-Registrations with President, prints name labels for start cards, attaches awards (Award Events Only) to start card, and stages start cards at Pre-Registration
 - Prints number labels for start cards
 - Prints name labels for the start cards for all event volunteer workers and club officers
 - Prepare and print 2 copies of the Special Programs that apply to the event
 - Prepare and print a price list for the cashier to use for the event
 - Prepare envelope(s) for archiving the required event paperwork
 - During the event
 - Sets up the workstations of the Start / Finish area
 - Organizes and supervises the event workers
 - After the event
 - Tears down the Start / Finish area and packs up the workstation materials
 - Records the participation of all workers and provides to Database Manager
 - Assembles and archives a historical record of the event

AVA Forms Utilized: None

FW Forms Utilized:

- Event Workers List
- Start Cards

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Address & number labels	- Staples
-- Avery #5418	
-- Avery #5160	
-- Avery #74549, Name Badges	
- Envelopes 9" x 12"	- Staples
- Bond Paper	- Staples

Treasurer Elected Officer Position

Job Description: The Treasurer shall keep an itemized account for all receipts, disbursements, and all supporting vouchers and records. He shall use an appropriate, accepted, good accounting record-keeping system such as a combination journal/ledger as a guide in maintaining the accounting records. The Treasurer controls all financial transactions in accordance with the FW Constitution and By-laws, including collecting all accounts receivable, and disbursing funds as directed by the Executive Board. Along with the President or Vice President, the Treasurer signs all contracts and obligations. Disbursements are co-signed by the Treasurer and one of two authorized club officers. The Treasurer is one of three elected club officers and is the second successor to the President, after the Vice President.

Listing of Job Duties / Responsibilities:

- Establishes new signature cards for authorized personnel on club checking account
- Presents treasurer reports at the club meetings
- Supports traditional weekend walks through the cashier box
- Keeps accurate accounting of funds income and disbursement
- In coordination with the President, he shall ensure an annual audit is conducted by the President and a non-check signing active club member
- In coordination with the President, he shall ensure an audit is conducted prior to a new Treasurer assuming his duties
- Submits annual reports and dues
 - Electronic Filing Requirement for Small Exempt Organizations Form 990-N (e-postcard)
 - Colorado Periodic Report to the Secretary of State - Electronic
 - Financial Report and Worksheet (AVA Form 102C3F)
 - Club Dues to HQ AVA
- The Treasurer shall prepare and present an annual budget for approval by the Executive Board
- Responsible for ensuring an overall inventory of club property is conducted by club members with club property in their possession and the results reported to the club membership

AVA Forms Utilized:

- Annual Electronic Filing Requirement for Small Exempt Organizations Form 990-N (e-postcard)
- Annual Financial Report and Worksheet (AVA Form 102C3F)
- Annual Club Dues to HQ AVA

FW Forms Utilized:

- Treasurer's Report

Supplies / Materials Utilized and Vendor Where Items are Procured:

Executive Secretary Appointed Officer Position

Job Description: The Executive Secretary keeps a record of all meetings of the organization and their proceedings, conducts club correspondence, publishes notices on upcoming meetings, maintains the electronic master file of all club documents and forms, and archives Executive Secretary records.

Listing of Job Duties / Responsibilities:

- Record minutes of the general membership, Executive Board, and Joint Council meetings, and submit them to the appropriate meeting body and President for approval. The meeting minutes will contain the names of officers absent
- Conducts club correspondence
- Sends notifications to club members and club officers of membership and board meetings
- Maintains the electronic master file of all club documents and forms
- Maintains permanent records associated with the duties of the Executive Secretary
- He can be authorized to co-sign with the Treasurer, disbursements

AVA Forms Utilized: None

FW Forms Utilized:

- FW Stationery (letterhead) - electronic
- FW Sympathy Cards
- FW Get Well Cards

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Medium Card Stock	- Staples

Trailmeister Appointed Officer Position

Job Description: The Trailmeister ensures that Volkssport Sanction Requests are submitted for sanctioning by the Regional Director. These requests are required for all AVA/IVV Volkssport Events the club wants to host, i.e., Traditional and YRE/SEA events. He prepares the YRE/SEA event information for the AVA website and the Starting Point book, published by AVA. The Trailmeister is responsible for ensuring that all operations dealing with the trail design, trail marking, material support, set-up, and clean-up are planned for and conducted. He assists the Event Coordinator in the planning of the volkssport event.

Listing of Job Duties / Responsibilities:

- Submits electronic sanction requests for approval
- Ensures that additional insurance coverage is submitted, when required
- Reviews and approves event plans to ensure they meet AVA/IVV standards and policies for safety and suitability
- He can be authorized to co-sign disbursements
- Ensures the Event stamp is received prior to the event
- Submits the quarterly reports to AVA for all YRE/SEA events
- Assist Event Coordinator with
 - Location of Start/Finish area and Checkpoint(s)
 - Trail route and rating
 - Plans for trail marking, directions and/or maps.
- Keep maps of all YRE/SEA walks
- Hold duplicate keys for all YRE/SEA cash boxes
- Prior to the event
 - Measure all planned walks with the wheel to assure accuracy of distances
 - Verify the walk instructions are accurate and understandable
 - Suggest changes which may be necessary in either the directions or the walk itself
 - Ensure all supplies needed for the event are on hand
 - Arrange for the transport of all needed equipment and materials to the Start/Finish area
 - Mark trails with streamers, arrows, and/or caution walker signage, as required
- During the event
 - Unloads supplies and assists with Start/Finish and Checkpoint(s) setup
 - Workstation boxes/tables/chairs, banners, water jugs, etc.
 - Monitors participant feedback on trail difficulties with instructions and/or trail markings
 - Periodically patrols difficult areas of the trail to assist any participants needing help
- After the event
 - Remove all trail markings and signage

- Submits the Participation Report to AVA within one week after event
- Assures that all supplies and equipment are properly stored for the next event

AVA Forms Utilized:

- Electronic Volkssport Sanction Request
- Electronic Participation Reports

FW Forms Utilized:

- Start Cards *
- FW Checkpoint List
- SEA YRE Report X Qtr 20XX

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Supplies/ Equipment	- In the FW shed
- Measuring wheel	- In Trailmeister's vehicle
- Candy	- Trailmeister's house

* start cards, start box, checkpoint box, finish box, paper goods, streamers and arrows, water jugs, AVA banner, tables and chairs, 'b' medals, etc.

Publicity Appointed Officer Position

Job Description: The Publicity Officer is responsible for public relations for the club, which entails the e-mailing of all public service announcements for any upcoming walk events to the appropriate publications, fulfilling information requests, and making sure there are ample supplies of club pamphlets and brochures to bring to each walk and club meeting.

Listing of Job Duties / Responsibilities:

- He can be authorized to co-sign disbursements
- Maintains all the club pamphlets and brochures, copy of the AVA Starting Point, information on other walking events, and copies of The American Wanderer (TAW), and brings all these items to club walks and meetings
- Responsible for writing public service announcements for all events and e-mailing them to the appropriate lists as specified in the publicity folder, and uploads the walk event information to specified websites (i.e., KKTV, RMPBS, Colorado Springs Independent, etc.)
- Contacts the Club Copier Custodian for any additional copies of club event brochures, YRE/SEA Booklets, and informational brochures, when more copies are needed
- Maintains publicity records archive
- Coordinates submission of club articles to the TAW
 - All articles written by club members for TAW publication must be submitted through the club's Publicity Officer, as only one club article per TAW publication is allowed
- Collaborates with the Facebook Page Administrator

AVA Forms Utilized: None

FW Forms Utilized: None

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Rubber tote (to carry PR materials)	- K-Mart, Walmart, Target, etc.

Member-At-Large Appointed Officer Position

Job Description: The Member-at-Large is in charge of material support (i.e. office and other supplies) for the club, assisting the Trailmeister in the conduct of club events, and other duties assigned by the President.

Listing of Job Duties / Responsibilities:

- He can be authorized to co-sign disbursements
- Purchase supplies needed by the club
- Stamp and distribute money / checkpoint envelopes to YRE/SEA event coordinators for their walk boxes
- Quarterly, tally all YRE/SEA Turn-in Forms and prepare YRE/SEA Participation Report for club
 - Present report to Trailmeister for entry into the AVA on-line form
 - Present YRE/SEA Participation Report information to FW Membership Meeting and to the Newsletter Editor for publishing
- Annually, tally all quarterly YRE/SEA Participation Reports into a summary and present information to FW Membership Meeting and to the Newsletter Editor for publishing
- Pick up club mail at the S. Academy Blvd & E. Fountain Blvd Post Office and deliver it to the Mail Custodian

AVA Forms Utilized: None

FW Forms Utilized:

- SEA YRE Report X Qtr 20XX
- FW SEAYRE Participation Report 2018

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Checkpoint stamp for envelopes	- Stamp maker
- Money envelopes for YRE/SEAs	- Staples
- Club Supplies	- Staples

Brochure & Forms Manager Volunteer Position

Job Description: The Brochure and Forms Manager is responsible for producing club event brochures with the assistance of the Event Coordinators and in compliance with the AVA's Policy Book and Event Brochure Checklist. The Brochure Manager produces a "master copy" and PDF copy of the brochures for distribution to the appropriate club personnel and maintains a historic archive of past brochures. As Forms Manager, he produces periodic forms required for Club operations and produces new/revised forms as required.

Listing of Job Duties / Responsibilities:

- Provide the Event Coordinator with a copy of the FW Event Brochure Worksheet to fill out
- Produce club event brochures utilizing information provided by the Event Coordinator(s)
 - Traditional Volkssport Events
 - YRE/SEA Volkssport Events
- Coordinate approval of the brochure with the Event Coordinator
- Provide "master copy" of brochure to the Copier Custodian for production
- Provide PDF copy of brochure to the Yahoo Group Coordinator to be sent electronically to club members
- Provide PDF copy of brochure to the Webmaster for posting to the FW Website
- Maintain an archive of past event brochures
- Print and distribute (annually) new Quarterly Turn-in Reports to all YRE/SEA event coordinators
- Print and distribute (annually) new YRE/SEA Log-in Sheets to all YRE/SEA event coordinators
- Produce and/or revise other forms as required
- Maintain an archive of club forms and past event brochures

AVA Forms Utilized:

- Event Brochure Checklist

FW Forms Utilized:

- Event Brochure Worksheet
- Award Brochure Example
- Credit Only Brochure Example
- SEA YRE Quarterly Turn-in Report & Instructions
- SEA YRE Event Registration Logs

Copier Custodian Volunteer Position

Job Description: The Copier Custodian is responsible for housing and operating the club copier. He produces and distributes copies of club correspondence to the appropriate club duty positions.

Listing of Job Duties / Responsibilities:

- Procures copier paper (white & colored)
- Mails copies of the club newsletters and brochures to club members with paid subscriptions per Membership Chair
- Mails copies of brochures to businesses with walking interests and area volkssport clubs
- Picks up and recycles toner cartridges from Axis Business Technologies
- Replaces toner cartridges in copier, as required
- Submits quarterly electronic reports on copier usage to Axis Business Technologies
- Schedules copier maintenance with Axis Business Technologies
- Distributes club correspondence to president, publicity, event coordinators, etc.

AVA Forms Utilized: None

FW Forms Utilized: None

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Colored and white copier paper	- Staples, or any office supply store
- Toner cartridges	- Axis Business Technologies 3004 N. Nevada Avenue Colorado Springs, CO 80907 (719) 630-8600

FW Special Programs Manager Volunteer Position

Job Description: The FW Special Programs Manager is responsible for executing any Special Program approved by the Executive Board. He/she ensures the special program inventory of books, patches, tickets, etc. is on-hand, with adequate supplies at all club meetings and FW traditional walking events. In his or her absence, they will ensure someone at the club meeting or in the start/finish area can execute and manage all FW Special Programs.

Listing of Job Duties / Responsibilities:

- Ensure Doggie Books and Doggie Awards are available at FW Traditional Walking Events
- Ensure Finish Table Workers understand how to process Doggie Books
- Ensure rubber stamp is available for stamping Doggie Books
- Sell XX Event Books/Patches and award patches when book is full
- Stamp back of blue tickets with Falcon Wanderers Discounted Program Rubber Stamp
- Sell Discounted Tickets to Falcon Wanderers Club Members via mail and/or at club meetings
- Procure IVV Record Books & New Walker Packets after Executive Board approval
- Sell IVV Record Books & New Walker Packets

AVA Forms Utilized:

- IVV Record Books & New Walker Packets ordered from HQ AVA via e-mail

FW Forms Utilized:

- Discounted Tickets Program
- Doggie Books
- XX Events in Year 20XX Books
- New Walker Packets and IVV Books Reorder Form

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Special Stamp Books/Patches	- Produced using card stock, etc. – by Forms Manager
- Blue Tickets	- Office Depot, or other office-business supply store
- FW Discounted Program Rubber Stamp	- Ordered from “rubberstamps.net”
- IVV Record Books & New Walker Packets	- Ordered from HQ AVA

**Mail Custodian
Volunteer Position**

Job Description: The Mail Custodian is responsible for receiving, logging in, and distributing all club mail to appropriate duty positions.

Listing of Job Duties / Responsibilities:

- Receives mail from Mail Carrier
- Records mail received in Mail Log Book
- Distributes mail to appropriate duty position, i.e., President, Treasurer, Membership Custodian

AVA Forms Utilized: None

FW Forms Utilized: None

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Student Notebook	- King Soopers

Newsletter Editor Volunteer Position

Job Description: The Newsletter Editor is responsible for publishing the club's newsletter. He receives inputs from club officers, members, volunteers, etc., and generally produces a monthly newsletter for distribution to club members via e-mail and USPS mail. When circumstances dictate (AVA Convention, extended absences, etc.), members will be notified and publication of the newsletter for that month skipped.

Listing of Job Duties / Responsibilities:

- Attend monthly meetings when possible
- Normally receive inputs through the last workday of the week that the membership meeting was held. Deadlines are usually discussed / reiterated at the club meeting
- Publication goal is no later than two weeks after the club meeting

AVA Forms Utilized: None

FW Forms Utilized:

- FW Newsletter Format

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Microsoft Word	
- Microsoft Power Point	
- Microsoft Publisher	
- Adobe Acrobat	

Specialties Sales Manager Volunteer Position

Job Description: The Specialties Sales Manager is responsible for maintaining all club inventory of specialties in an organized fashion and ordering items as needed and/or instructed by the club president.

Listing of Job Duties / Responsibilities:

- Ensure the club specialty inventory, which includes AVA state bars, AVA pins, AVA bumper stickers, AVA book covers, club pins, club shirts, walking sticks, B medals and patches, and other miscellaneous items, is in good, saleable condition
- Orders special patches from AVA, such as the Physical Fitness & Volksmonth patches after Executive Board approval
- Coordinates Event Coordinator's patch design with the vendor
- Ensure adequate supply of all club specialty items in the inventory
- Brings specialty items to sell at select walking events and club meetings
- Orders items as needed after Executive Board approval
- Determines pricing of old inventory to move such inventory (i.e., outdated patches, unpopular t-shirt sizes, etc.)

AVA Forms Utilized: None

FW Forms Utilized:

- Award Worksheet Guide

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Polos/T-shirts, hats	- Queensboro.com, Wilmington, NC, 1-800-847-4478
- State bars, patches, pins, book covers, etc.	- AVA.org/Store, 210-659-2112, 210-659-1212 fax
- Patches	- Monogram's by Jane 6837 Mescalero Dr. Colorado Springs, CO 80915 POC: Deanna Longo 719-591-6151 info@monogramsbyjane.com

Webmaster Volunteer Position

Job Description: The Webmaster is primarily responsible for keeping the Falcon Wanderers website (www.falconwanderers.org) up to date and current

Listing of Job Duties / Responsibilities:

- Knowledge of web hosting and updating web pages, whether using tools to produce the web pages or writing detailed code to produce them, is required in order to perform this duty
- Researches web hosting services and selects a service to register the domain name 'falconwanderers.org' and host the web pages of the website. This task only needs to be performed once, unless it is decided to change the hosting service to another provider
- Maintaining the website is an ongoing task. The information for these updates is obtained from several sources: AVA home website, club meetings, membership e-mails, club event brochures
 - Three types of updates occur regularly
 - Monthly meeting dates and places
 - Scheduled traditional walk events, including the online workers signup sheet
 - Annual YRE/SEA events
 - Other types of updates include
 - Updating YRE/SEA event information due to temporary changes (such as a route change due to construction or a start point change)
 - Updating club officer names and contact information
 - Memorial page updates
 - Links to other AVA walking clubs, groups, and organizations

AVA Forms Utilized: None

FW Forms Utilized:

- FW Membership Application
- FW Event Workers List
- Volkssporting Information
- FW Event Brochures

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Web hosting services	- Godaddy.com

Membership Chair/Assistant Volunteer Position

Job Description: The Membership Chair/Assistant is responsible for maintaining the official membership records for the club utilizing Microsoft Office and Thunderbird E-mail (e-mail client).

Listing of Job Duties / Responsibilities:

- Distributes the Application Form for both new and renewing members
- Receives Applications from New and Renewing Members by mail, e-mail or in person at a Club Meeting or other event
- Creates and maintains a Membership Record for each active member
- Maintains the official Membership List ... currently a Microsoft Excel Spreadsheet plus Backup
 - MBR-DAT – Membership Expiration Date. 12/31/45 = Senior
 - UNIT – Family or Family Group
 - M – Mailing Status
 - E – On the Falcon Wanderer E-mail List
 - Date – Expiration Date for a print subscription
 - M – Unknown, not receiving club information
 - Blank – Family member
- Maintains the Falcon Wanderers E-mail list on Yahoo
 - Sends ‘Invitations’ for New Members and E-mail Address Changes
- Mails Membership Letters
 - Include Membership Card
 - Include Club Patch – New Members only
 - Any appropriate announcements
 - Current Newsletter and Brochures – New Member only
- Sends ‘reminder’ E-mail to members who are overdue or expiring in the current month
- Prepares a list of overdue and soon expiring members and sends it to the Newsletter Editor
- Maintains Membership Statistics and sends copies to the Newsletter Editor
- Periodically E-mails a Membership List to Club Officers and other authorized members
- Periodically E-mails newsletter subscriptions to Copier Custodian
- Maintains a list of Club Volunteers and Workers to determine who is eligible for Earned Memberships
 - Annually prepares and distributes the Earned Memberships

AVA Forms Utilized: None

FW Forms Utilized: See Membership Chair’s Master Files

Supplies / Materials Utilized and Vendor Where Items are Procured:

<u>Item</u>	<u>Vendor (Name, Address, Telephone Number)</u>
- Postage	- USPS
- Club Patches – inventory responsibility	- TBD
- Membership Cards	- TBD
- Mailing Envelopes	- Staples
- Paper for printing and copies	- Brochure & Forms Manager
- Printer ink	- Office Depot, Staples, COSTCO

Facebook Page Administrator Volunteer Position

Job Description: The Facebook Page Administrator is responsible for maintaining the Falcon Wanderers Facebook page (<https://www.facebook.com/Falconwanderers/>) to include current description of club contact information and events to be held.

Listing of Job Duties / Responsibilities:

- Knowledge of maintaining and updating Facebook pages is required in order to perform this duty
- Responsible for creating Facebook page events based on the upcoming club walks and changes to club contact information
- Provides Facebook page followers with additional information, as required
- Maintaining the Facebook page is an ongoing task. The information for these updates is obtained from several sources: AVA & FW websites, club meetings, membership e-mails, club newsletters, and club event brochures
- Collaborates with FW Publicity Officer

AVA Forms Utilized: None

FW Forms Utilized:

- FW Newsletters
- FW Event Brochures

Supplies / Materials Utilized and Vendor Where Items are Procured:

Item

Vendor (Name, Address, Telephone Number)