

# FALCON WANDERERS

## SEA/YRE QUARTERLY TURN-IN REPORT

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**EVENT NAME & SEA/YRE #**

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**DATE**

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**AWARD      CREDIT      FREE      AVA COUPONS      F/W COUPONS**

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**TOTAL # WALKERS:**

**TOTAL \$\$\$:**

**SIGNATURE:**

**COMMENTS:**

**Instructions for completing SEA/YRE Quarterly Turn-ins are on back.**

## Instructions for Falcon Wanderers Quarterly SEA/YRE Turn-ins

The following items are to be completed for a quarterly turn-in:

1. Remove the log sheet(s) that the walkers have used to enter their name and award/credit/free.
2. Renumber the new blank log sheet so that the log reflects all walkers to date.  
E.g. If there had been 75 walkers on the removed sheets, the first number on the new sheet would be 76.
3. Remove the envelopes from the lock box and begin the comparison of money/coupons to the log sheet.
  - a. For each entry in the log sheet there should be an envelope containing money, an AVA coupon, a Falcon Wanderers coupon, or an empty envelope for a free walker.
  - b. In the comment column of the log sheet annotate whether each walker used a coupon, check or cash. This ensures that each award/credit or credit walker has paid.
  - c. All AVA Free Walker Coupons are stamped on the back per the AVA Policy Manual. (e.g. the club number AVA-072 and the AVA Event Number).
4. Fill out the SEA/YRE Quarterly Turn-in Report on back of these instructions.
  - a. Enter the Event name, SEA/YRE number, and date: e.g. Bear Creek Park, Y0095, 3 April 2017.
  - b. From the annotated log sheet, count how many of the walkers walked for award, credit, or free and enter those numbers on the form.
  - c. From the annotated log sheet, count how many AVA and Falcon Wanderers coupons were used, and enter those numbers on the form.
  - d. List the Total number of Walkers (Award + Credit + Free)
  - e. List the Total amount of Money
  - f. Sign the form
  - g. Use the Comments section to describe any discrepancies
5. Include the original log sheets, coupons, money, and quarterly report in your turn-in. Turn-ins are due by the 2<sup>nd</sup> Monday of the month following the end of a quarter.
  - a. Bring your turn-in to the club meeting, or
  - b. Mail your turn-in to the club address: Falcon Wanderers, P.O. Box 17162, Colorado Springs, CO 80935-7162.