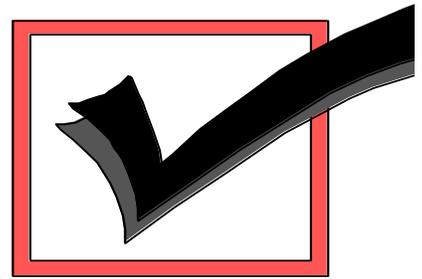


AVA CHECKPOINT



**The official voice of the American Volkssport Association
America's premier noncompetitive sports organization!**

This newsletter is intended especially for AVA Club Presidents as well as Club Officers.
It is used to relay timely information, pass on policy and operational changes
and be a reminder of approaching deadlines.

Volume 21 • Number 7

www.ava.org

July 2013

Past President's Message

See attachment

IVV-Americas Update by Heinz Johnson

Our representative to the IVV-Americas Organizing Committee reported that he learned unofficially that the IVV-Americas group has elected Curt Myron as its new president. We received no official communication that this was taking place.

Also, according to the Canadian Volkssport Federation minutes of its April Annual General Meeting, there was a note that said, "once the grant money given by the IVV has been used up there will be costs to member countries." This statement seems to conflict with the information that was presented at a meeting in China on 20 October 2012. It was announced that the IVV had provided a sizeable sum for "startup costs" for IVV-Americas with the proviso that additional funds would be available in the future if needed. Thus, we will need to know in advance about the costs of joining IVV-Americas.

We are still at the waiting stage to find out the type of IVV-Americas organization is being chartered in Canada and if it will be a not-for-profit organization or be a "registered charity" status in Canada which would be equivalent to IRC 501(C)(3) status in the United States. This decision has a direct bearing on how the AVA approaches joining the confederation.

You will be kept apprised of the progress that is being made.

NEC Meeting and New RD Training

The next NEC meeting is scheduled for Saturday, August 24 at the Schertz, Texas Fairfield Inn. Two training sessions for the new NEC members are set for Thursday and Friday also at the hotel.

NEC Meeting Action Deadlines

Clubs send proposed meeting agenda items to Regional Directors by **June 25**.

RDs forward proposed agenda items to AVA HQ by **July 10**.

RDs submit Officer Reports and Committee Reports to AVA HQ by **July 25**.

AVA HQ sends all President approved agenda items to clubs by **July 25**.

AVA HQ emails NEC meeting information to each board member by **August 3**.

Did You Know?

An individual who completes a Year Round or Seasonal Event must pay the \$3 fee and sign a start card for each event participated in. For example, if they do three events in a day, they owe \$9 and must submit a signed start card for each event.

Attention All Regional Directors

To avoid unnecessary delays during the YRE and Seasonal renewal period from June 1 to August 31, please take care when marking “approved” or “disapproved.” Once either designation is entered, only the IT service provider can undo the designation. The rule of thumb on disapproval of events is to first communicate with the club and have them make necessary recommended revisions rather than disapproving them first and then talking to them. Outgoing RDs should ensure that the new RD receives these instructions from you along with any advice you might have on the renewal process.

Club Input for Starting Point 2014

The deadline for all events that will be listed in this annual publication is midnight, August 31. The event for any ESR submitted after that date will NOT appear. Please make every effort to submit as many of your 2014 YREs and SEs in July rather than waiting until the August 31 submission deadline due to year end. Our copy editor will appreciate more time to review your copy and make necessary corrections.

For detailed reference modules, explaining each step of the ESR data entry process, visit the [Administrative menu tab – Clubs Only link – Help For Clubs link](#). To login to the ESR area on the AVA website, select the [Administrative menu tab – Clubs Only link – Club Home Page-ESR link](#). A set of updated instruction modules are posted under the Instructions button.

Here are some tips and guidelines for submitting event information to the Starting Point.

1. List as accurately as you can ALL the Special Programs that each walk qualifies for. Keep in mind that even though a program ends (Example Dec. 31, 2013) the walkers have one year after that date to complete the program. So you need to include those programs in your listing along with all current programs and those beginning Jan. 1, 2014. You will find them listed on the AVA website under Events-Special Program-Future as well as the current programs and those that have ends.

2. The route rating automatically defaults to 1A. Double check your data and ensure you indicated the proper rating.

3. “Start Point.” Make sure the days and hours of operation are clearly stated. Do not assume all visitor Centers are open 9 to 5. If it is open 24/7 then simply put “Open 24/7.” Keep the directions simple and direct.

4. “Start Point.” If you have more than one YRE starting at the same location, put the directions to the “Start Point” on the first YRE listed. On sequence YREs, just put one sentence. (Example: Comfort Inn & Suites-35000 I-10 W. Boerne, TX. 78006-9201. Refer to the Boerne-Downtown (Y1857) for directions to start location). This will save a lot of space in the book and help reduce the cost of publication.

5. “Event Info.” Choose the highlights of the trail and briefly mention what you will see and experience. DO NOT write the history of the area or expand extensively on the highlights. There is plenty of room to do that in the “comment” section on the web listing. Try to keep this section to a maximum of six lines. Just enough to wet their appetite and give them an interest in doing the walk. If everyone did this, we could fit three YREs on one page and reduce the size of the book by 185 pages.

6. “Event Information.” Be sure to indicate any special instructions the walker might need to find the “Walk Box” or complete this walk.

7. Do not use bold or all caps lettering.

8. You may abbreviate, such as: street-st, avenue-ave, road-rd, terrace-ter, circle-cir, highway-hwy.

Starting Point Pre-Order Form

This year only pre-orders for the *Starting Point* 2014 will be accepted and filled first. The deadline for pre-ordering is no later than midnight, August 1. The deadline is necessary for the publisher to ensure a pre-Christmas delivery. All orders will be shipped from the headquarters. Estimated delivery time is after Thanksgiving – early December. A pre-order form is attached. After pre-orders are filled, starting points will be sold until the supply is gone.

Participation Reports

It is requested that clubs should get their 2nd Quarter participation reports (ending June, 30, 2013) entered as soon as possible to enable a timely year end close out at headquarters. The last day of the AVA fiscal year was June 30, 2013.

Spreadsheet of Club Items Due

The attached spreadsheet lists any clubs that have things past due to AVA national headquarters. We hope this reminder spreadsheet will assist clubs with taking care of business at hand and prevent them from being ruled to be “not in good standing.” For further information Candy Purcell, candy@ava.org

Filing the IRS 990 E-Postcard

Every AVA member club which is tax-exempt under Section 501(a) of the Internal Revenue code (AVA Bylaws, Article 111, Section 3.1.a) is required to file the appropriate version of the IRS Form 990 by November 15 to avoid a late fee every fiscal year. Please review the attached reference material.

File the e-post card from July 1 to November 15. Each club must send a copy of the confirmation received from the IRS to Candy Purcell at candy@ava.org verifying that you have filed; the confirmation must be received no later than November 15 to avoid a late fee. This date is necessary to send the group listing to the IRS. AVA must maintain documentation showing that all subordinates have filed the proper 990 paperwork to maintain its tax-exempt status. Clubs must file to prevent their non-profit status from being revoked by the IRS.

Questions? Contact the IRS E-Postcard Technical Assistance 1-866-255-0654, or contact Candy Purcell at candy@ava.org or 210.659.2112, or Bob Wright rwright2@jhu.edu or home phone 703.737.2175 or cell phone 703.615.0757 and be as specific as you can about your problem.

Publicity Tool Kit To Be Released Soon

An easy to use club publicity tool kit will be posted to the AVA website, ava.org, *Administrative, Clubs Only* link later in July. All documents will be saved as PDF files to enable viewing and downloading by all clubs. The package will include 1. two speaker presentations, one in PowerPoint with an embedded volkssporting video and a second presentation that does not require audiovisual equipment. 2. contacts for media outlets. 3. fill-in-the-blank news releases on various subjects and advice on how to deal with media matters and 4. suggested scripts for broadcast media public service announcements (PSAs). Guidelines for use and application of social media are being developed and will be included when completed.

Also displayed as part of the package are several newly created brochures that provide information on 1. the AVA organization in general; 2. new walkers; 3. membership; 4. youth programs, 5. planned giving, and 6. selected photos from the trails.

AVA will print the color brochures in-house to save clubs money on printing. Review the brochures you want and send your email request to marketing@ava.org. Requests should be limited to 75 brochures or less in each category for the time being and **be submitted by a club official**.

The packet will be expanded as new source materials are located and requests from clubs are received. Your suggestions for additional information will be evaluated when received.

AVA-Girl Scouts USA Walk-Together 2013-2014 Patches

AVA clubs are allowed to order these patches on consignment. However, AVA must purchase the patches based on your club needs estimates. Please be careful when estimating the number you think you will need. Last year our clubs returned several hundred of the patches so that this year HQ has reduced the number of patches purchased to prevent over ordering. See attachment for patch consignment form.

AVA Award Processing Comparison Graph

See attachment.

TAW Deadline

The deadline for the October/November issue of *The American Wanderer* is August 25, 2013. All articles, including *Tails on the Trails* and photographs should be emailed directly to Laurel Parrott, Editor taw@bhi.com or mailed to: 3526 Humboldt Ave. N., Minneapolis, MN 55412. Be sure to include "TAW" in the subject line if emailing. The article length limit is 500 words or less.

If you are submitting an advertisement, print the Advertising Agreement from the AVA website **Administrative menu tab/Clubs Only link AVA Club Forms link, Club AVA Form 907** and submit the advertisement copy and the advertising agreement directly to linda@ava.org. This is a binding contract between AVA headquarters and the Advertiser. Any changes to the contracted advertisement **MUST BE** received by linda@ava.org no later than (August 15) 10 days prior to the August 25 deadline.

Special thanks to our national sponsor Yamax, and to our AVA partners for their continued support!



Official AVA Pedometer Sponsor



Partners

Attachments

- Past President's Message
- Filing the IRS 990 E-Postcard
- Club Items Due
- AVA Award Processing Comparison Graph
- Starting Point Pre-order Form
- Girl Scout Patch Consignment Form