



AVA # \_\_\_\_\_

# EVENT SANCTION REQUEST

(please print or type)

**TO: State Organization (if applicable)  
Regional Director  
AVA National Headquarters**  
Send to first applicable. They will review and forward.

Club Name \_\_\_\_\_

Address \_\_\_\_\_

Submitted by: \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_ **Distance:** \_\_\_\_\_

Co-Sponsor (if any): \_\_\_\_\_ FORM 403 (Proof of Insurance Request Attached) \_\_\_\_\_

**Event Start Point:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Point of Contact:** Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mail Stamp to: \_\_\_\_\_ Email: \_\_\_\_\_

IVV Banner requested: No ( ) Yes ( )

Two stamps requested: No ( ) Yes ( )

SANCTION FEE: \$30.00 (walks) \$20.00(all others)

Bill Us ( ) **OR** Check No \_\_\_\_\_ Enclosed

**Make checks payable to: American Volkssport Association**

|                                   |                                  |                                       |
|-----------------------------------|----------------------------------|---------------------------------------|
| Flyer Approved ( ) Yes ( ) No     | <b>FOR HEADQUARTERS USE ONLY</b> | Award approved ( ) Yes ( ) No ( ) N/A |
| State Organization Approval _____ |                                  | Date _____                            |
| Regional Director Approval _____  |                                  | Date _____                            |
| National HQs _____                |                                  | Calendar _____                        |
| EVENT NUMBER: _____               | 1st Chg: _____                   | 2nd Chg: _____                        |
| Sanction Invoiced: _____          | After Action Invoiced: _____     |                                       |

## EVENT AFTER ACTION REPORT

IVV STAMP # \_\_\_\_\_

| Award | IVV Credit Only | Non-IVV Participant | Subtotal* | Free | TOTAL |
|-------|-----------------|---------------------|-----------|------|-------|
|       |                 |                     |           |      |       |

PARTICIPATION FEE: \$.50

\*SUBTOTAL \_\_\_\_\_

X \_\_\_\_\_ .50

\_\_\_\_\_ Total Due

minus \_\_\_\_\_ Coupons

Total Participation Fee Due: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

American Volkssport Association, 1001 Pat Booker Rd, Suite 101, Universal City, TX 78148-4147

## **DIRECTIONS - EVENT SANCTION REQUEST FORM FORM 402E**

**EVENT SANCTION REQUEST** (due to State Organization or Regional Director at least 90 days prior to the event and at National HQs at least 60 days before the event)

1. AVA #: Write in Club's four digit membership number.
2. Send EVENT SANCTION REQUEST (ESR) form directly to the State Organization (if applicable in your State) or to the Regional Director. The Regional Director will send approved ESR to the AVA National Headquarters.
3. Print/type full name of club, official club address and name of person submitting the ESR.
4. Enter desired event date(s).
5. Write actual distances for this event.
6. Specify type of event (walk, bike, swim, guided night walk, etc.) REMEMBER-ONE EVENT PER ESR FORM.
7. If an insurance certificate with an additional insured is required, check this block and attach completed Form 403 to the ESR. (Cost is \$10.00 for 60 days prior, \$15.00 for less than 60 days.)
8. List the name(s) of any co-sponsor(s).
9. Enter name and address of event start point including city.
10. Enter Point-of-Contact for event (include name and complete telephone).
11. Enter address where you want the stamp to be mailed.
12. Check appropriate box for IVV Banner requested. State Organization or Regional Director will contact club on availability of banner.
13. Check appropriate box for number of event stamps required.

**MAKE CHECKS FOR SANCTION FEE PAYABLE TO: AMERICAN VOLKSSPORT ASSOCIATION.**

**FOR HEADQUARTERS ONLY:** For State Organization, Regional Director and National Headquarters use only. Please **DO NOT** write in this space.

**NOTE:** The National Headquarters will send the club invoices with their monthly statement showing that the event has been approved and the sanction number that has been assigned. They will also include one copy of the ESR with the IVV Certification Stamp(s). After the event, the club will complete the After Action Report, retain one (1) copy for its files and send one (1) copy along with the participation fee payment directly to the AVA National Headquarters. Procedures for State Organizations vary. Please check with your State Organization for their requirements.

**EVENT AFTER ACTION REPORT** (due within 30 days after event)

Fill out Event After Action Report and send one (1) copy directly to the AVA National Headquarters.

1. IVV Stamp #. This is the stamp number that should have been used at your event.
2. Write the number of participants in the appropriate "Award", "IVV Credit Only", "Non-IVV Participant" (those paying to participate) or "Free" (those to whom you charge no fees) column (Persons using coupons should be counted as Award or Credit Only). Total "Award", "IVV Credit Only", and "Non-IVV Participant" participants and place in "Subtotal" column. Total all participants and place in "Total" column.
3. Multiply the total number of participants in the "Subtotal" column by \$.50, to determine the amount of participation fee due. Subtract \$.50 for each coupon attached. There is no fee due for "free" walkers.

**MAKE CHECKS PAYABLE TO: AMERICAN VOLKSSPORT ASSOCIATION.**

4. If the participation fee is not received by the AVA National Headquarters within 60 days after the event, the club will be considered not in good standing.
5. Signature and title of club official completing the form and date completed.