

## **Special Programs Alert!!!**      **Bonnie Johnson: Special Programs Chair**

It is time to start thinking about new Special Program proposals which need to reach the Special Program Chair by November 1, 2016 in order to be introduced for approval at the January 2017 NEC meeting. The approved programs would begin January 1, 2018

You will find all the up to date criteria and policy in the AVA Policy Manual under 4.05, particularly portions of Section III-‘Approval of AVA Special Programs’ which is attached below.

### **III. APPROVAL OF AVA SPECIAL PROGRAMS.**

A. Any AVA club in good standing may submit a proposal for a Special Program. The proposal must conform to the general rules and policies of AVA and the requirements of this policy. No approved AVA Special Program may be duplicated (exactly or with a deceptively similar) by any Regional or State organization or AVA member club during the lifetime of an AVA Special Program. No club or Individual may sponsor more than one AVA Special Program or have more than one Special Program approved at a time. Beginning on February 1, 2016, the following guidelines are in effect:

1. The NEC has established a goal of 12 (twelve) active Special Programs per calendar year. This number does not include any National Programs. The NEC will reach this goal through attrition. Between the years 2016 and 2018 the NEC may approve no more than 2 (two) new Special Programs each year. By 2020, the number of Special Programs active each year will be at or below the desired goal of no more than 12 (twelve).
2. After 2020, if the Special Programs approved fall below the goal of 12 (twelve), the NEC may choose to reactivate a previously successful Special Program. In this instance, clubs may also nominate a prior program. NEC approval would be based on the following criteria: a. The Special Program must have been inactive for at least 10 years. b. When the Special Program was active, it must have sold at least 150 books. c. The original club sponsor retains priority of sponsorship. Should that club choose, it may negotiate a change of sponsorship with another club. Any substantive changes to the original Special Programs parameters could be considered a new Special Program and would need to be submitted for consideration as such.
3. Beginning in 2016 the NEC will use the following criteria for evaluation and selection of proposed Special Programs: a. Historical Significance: will the participant learn about events of historical significance or cultural interest? b. Scenic Interest: will the participant visit sites of scenic interest or significant natural beauty? c. Geographic Area: will the Special Program be relevant in all or most of the United States? d. Description Clarity: are the Special Program qualifiers clearly described? Will participants, clubs, and walk POC's be able to easily understand which events qualify?

B. In general, the approval process follows these steps:

1. By the annually announced deadline (usually an early November date), the Special Program POC submits a Special Program proposal to the relevant Regional Director and the Chair of the AVA Special Programs.

2. Prior to the NEC annual January meeting, the Chair of the AVA Special Programs provides information about all proposals to the NEC members for their evaluation using the previously listed criteria.

3. At the NEC January meeting, the AVA Special Programs Chair submits all Special Program Proposals. Then the NEC decides which Special Programs to approve.

4. After the NEC January meeting, the AVA Special Programs Chair announces the approved Special Program selections. The book-stamping phase of these Special Programs will begin on January 1 of the subsequent year.

5. POCs of the selected Special Programs must provide an original of the book and an award to AVA Headquarters for the Archives and history exhibit.

C. In general, the contents of a Special Program Proposal must include the following:

1. A complete description of the Special Program theme.

2. The original signed copy of the Agreement list must be sent to the Special Program Chair with the submission of the plan. This list must include the name of an Alternate POC.

3. A sample Special Program book and a color sample and the size of the proposed award (rendering, drawing or picture).

4. A budget based on expenses and income for 100 books. (Expenses include such items as printing costs of books, postage expenses, envelopes and supplies, awards and the AVA fee. Income includes the purchase price for books.)

D. Special Programs Book Guidelines: All books must have a professional look. They must be printed on cover or card stock paper. They must be no larger than the uniform size (4" W by 5 ¾" H) of the AVA Event and Distance books. The following information is required on all books:

1. On the front cover:

a. The title of the Special Program and the words "AVA Special Program".

b. A representation of the award/patch, in color.

c. The "AVA Fun, Fitness, Friendship" logo and the copyright symbol.

d. The statement "This book is approved by the AVA for use of the IVV Certification Stamp.

e. Space for the participant's name and address.

f. Sequence number of the book.

2. On the back cover:

- a. The rules and guidelines for the qualifiers of this Special Program.
- b. The total number of IVV certification stamps required, as well as an indication of the number of times the same stamp can be used, or that each stamp may only be used once.
- c. The size of the award/patch.
- d. The cost of the book.
- e. The name of the sponsoring club, the POC's name, email address, telephone number, as well as the mailing address for redemption of completed books. If the club has a website it should also be listed.
- f. The following statement: "Book sales continue until December 31, 20\_\_\_. Participation stamping and redemption of this book will end December 31, 20\_\_ (12 months after the sale of the book ends).

**Any questions or concerns may be addressed to Bonnie Johnson: 763-229-3584 or bonjohn@comcast.net**