

AFTER ACTION REPORTING

I. GENERAL

Electronic Event Participation Reports and associated IVV Certification Stamp(s) must be forwarded to AVA National Headquarters within the established time limits for a club to remain in good standing.

- A. Clubs that do not have access to the Internet will make provisions with the Regional Director for submitting reports.
- B. After action fees must be paid within the established accounting guidelines.
- C. Free Walker Coupons.

II. POLICY

- 1. Free Walker Coupons received for Traditional Event participation must be submitted by mail to the AVA Headquarters along with the IVV Certification Stamp after the event is over.
- 2. Free Walker Coupons received for Year-Round and Seasonal Event participation must be submitted by mail to the AVA Headquarters no later than 30 days after the end of the quarter in which they are reported. Clubs may elect to hold the Free Walker Coupons and not report the coupons in the quarter they were received. Clubs must report all Free Walker Coupons not previously reported in the final report of the calendar year. These coupons must be mailed and post-marked within 30 days after the close of the calendar year if no Year-Round or Seasonal Event IVV Certification Stamps are being returned to the AVA. Clubs returning Year-Round or Seasonal Event IVV Certification Stamps at the end of the calendar year must include all Free Walker Coupons along with the IVV Certification Stamps.
- 3. All Free Walker Coupons must contain the club number and the five-digit AVA Event Number on the back of the coupon.
 - A. Clubs should destroy/dispose of single piece rubber stamps within 30 days after the end

of an event. Stamp handles should be kept for re-use.

B. Clubs will report event participation as follows:

1. Paid participants will include everyone who has paid a fee to participate in the event. Paid participants will be reported as receiving an IVV award which includes IVV credit, IVV credit only, or not receiving either (This category is called non-IVV participant.). Those paying no fee and receiving no award or credit are called Free.

2. For each Traditional Event, an Event Participation Report must be completed after the last day of the event. The AVA National Headquarters must receive this report 30 days after the last day of the event.

3. For each Year-Round and Seasonal Event, a Year-Round/Seasonal Quarterly Participation Report will be completed at the end of each calendar year quarter (March,

June, September and December). The AVA National Headquarters must receive these completed reports 30 days after the last day of the reporting quarter.

C. Failure to meet these time requirements could result in a club declared not in good standing. The AVA National Headquarters may assess late fees for failure to meet the original time requirements.