

CLUB SUPPORT

I. GENERAL

AVA Clubs have access to support from neighboring clubs, State Associations, RDs/DRDs, the AVA National Office employees and local/outside agencies in their communities. Support might consist of administrative assistance / answering questions; technical support with AVA systems or to established website / social media presence; consulting expertise in various aspects of club operations (trailmaster, finance, marketing/publicity); financial support to new or struggling clubs; manpower / volunteers for an event; or other kinds of support.

II. POLICY

- A. Requests for support generally start by contacting the Regional Director (RD), or State Organization (for clubs in states containing a State Organization.)
- B. State Organizations (see also existing guidance in Appendix D.)
 1. State Organizations will establish processes to render assistance to their member clubs, to include an approval process for financial support.
 2. Clubs requesting financial support will route request through their state organization, if applicable. State organizations will recommend approval/disapproval and forward to the RD, if they are unable to fulfill the request at their level.
- C. Regional Directors (RDs) / Deputies (DRDs):
 1. RDs/DRDs can answer a wide variety of issues and as needed, engage the National Office employees on the club's behalf to solve specific problems. They are trained in AVA policy and procedures and usually have years of experience in club operations.
 2. RDs/DRDs can connect clubs needing assistance with other clubs, coordinate with existing state organizations or other Regions. Requests for technical expertise or volunteer manpower, or a host of other support can be sourced through your RD.
 3. For clubs requesting specific financial support, your RD will evaluate the request and recommend approval/disapproval to the AVA CEO.
- D. AVA National Office.
 1. Clubs' requests for support from the AVA will be in writing (e-mail is acceptable in most cases), forwarded through the appropriate State Organization (if applicable) and Regional Director for their endorsement.
 2. In the case of a request for financial support, complete the AVA application providing a description of what funds are requested and the intended purpose.

3. AVA financial support will be considered in the form of micro-grants, with an eligible dollar range to be determined each term by CEO and approved by the Board of Directors. All grants will also be subject to the availability of funds in the current budget year.

4. Requests for AVA financial grants must be tied to services or products intended to meet strategic objectives, such as to support increased awareness, participation, or membership, or to start a new club or satellite group. Grants will be approved with stipulations for measurable outcomes, based on established metrics. Direct support services for an event / event(s) like permits, porta potties, food, entertainment, etc. will also be evaluated.

5. AVA grants may not be requested for routine/recurring club expenses (i.e. to "pay bills"); or for club parties or other administrative services. Nor will grants be provided for products or services that the AVA already provide for free like awards, national event patches, etc.

E. Outside Support: Clubs may seek/accept the support of outside individuals or organizations to include donations, loans or grants – provided such assistance is consistent with club and AVA Bylaws and does not impinge the club's or AVA's status as a 501(c) non-profit organization. Legal questions should be referred to the AVA, through RDs.