AFTER ACTION REPORTING

I.   GENERAL

Electronic Event Participation Reports must be forwarded to the AVA National Office within theestablished time limits for a club to remain in good standing.

   A.   Clubs that do not have access to the Internet will make provisions with theRegional Director for submitting reports.

   B.   After action fees must be paid within the established accounting guidelines.

   C.   Free Walker Coupons.

      1.   Free Walker Coupons received for Traditional Event participation shall beretained by the club treasurer.

      2.   Free Walker Coupons received for Year-Round and Seasonal Eventparticipation shall be retained by the club treasurer.

      3.   All Free Walker Coupons shall include the participant's name and date ofevent on the back of the coupon.

II.   POLICY

   A.   Clubs should destroy/dispose of single piece rubber stamps within 30 days afterthe 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 inthe 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 callednon-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 Office must receivethis 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 yearquarter (March, June, September and December). The AVA National Office mustreceive 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 ingood standing. The AVA National Office may assess late fees for failure to meet theoriginal time requirements.