



# CHECKPOINT

The official voice of the American Volkssport Association  
*America's premier noncompetitive sports organization*

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**Next month look for the Do's and Don'ts on Insurance.**

**Know who to call**

If you have a question or problem with entering an ESR or participation please contact your Regional Director first. If your Regional Director cannot help you that is when you contact the HQ. Please try to contact the correct staff member to speed your request as follows:

- Marie for all entry questions sanctioning, participation, insurance application, or other event related problems [events@ava.org](mailto:events@ava.org)
- Karen for all book processing, awards issued, memberships, National programs such as Centurion, 50 state, A-Z and service awards. [karen@ava.org](mailto:karen@ava.org)
- Theresa to order supplies or patches, club account billing questions or problems, [theresa@ava.org](mailto:theresa@ava.org)
- If one of the staff cannot answer your questions they will forward your email or call to Candy. Candy's email address is [candy@ava.org](mailto:candy@ava.org) Candy also monitors the [avahq@ava.org](mailto:avahq@ava.org), [webmaster@ava.org](mailto:webmaster@ava.org), and [marketing@ava.org](mailto:marketing@ava.org) email addresses. Candy will answer or forward any emails received through these AVA addresses to the appropriate staff or NEC member.

**The Next NEC meeting is October 17-18, 2014**

The next NEC meeting will be held at the Sovereign Hotel in Albany, New York. The hotel address is 1228 Western Avenue, Albany, New York 12203. Phone 518-489-2981 or email [sales@sovereignhotels.com](mailto:sales@sovereignhotels.com) for hotel reservations. The meeting will start Friday night at 7pm. Club proposed agenda items for this meeting must be sent to the Regional Director for the club no later than August 18, midnight.

**Email addresses of Club Officers**

If you are an officer of your club, the Checkpoint and other information is emailed to you and the club's other officers. Some of you have an automatic reply approval feature which demands a request be submitted to you for approval before the email address listed on the club listing will accept an email from HQ. This will cause you not to receive information as staff cannot submit such requests. If you have this feature on your email address, you can set up pre-approved emails to be accepted by your email address to avoid missing information from HQ.

### **Annual Club Dues Explained**

During the August 2013 NEC meeting, the NEC voted to change the annual dues billed each May for the coming fiscal year starting with the fiscal year beginning July 2014. Annual dues of \$100.00 are billed to any club not sanctioning a traditional event during the fiscal year. To receive a credit of the additional \$50 dues the club must sanction an event, have it approved by your approval authority, and hold the event between July 2014 and June 2015. The event cannot be cancelled except for severe weather or some other critical reason. Each cancellation will be reviewed on a case by case basis by the RD and HQ.

Also the NEC voted beginning in July 2014 that a new club coming on board will be charged a charter fee but not be charged annual dues, they also must hold a traditional event, the second year the new club will be charged \$25 for dues as long as they hold a traditional event, and the third year dues are the standard \$50 again as long as they hold a traditional event.

### **New Rules for Logging Kilometers Over 22,000 Kilometers**

The NEC voted at the June 2014 meeting to allow new rules for logging kilometers earned over 22,000. Presently, once you reach 22,000 you fill a yellow book for 3,000 to reach 25,000 and continue in the yellow book for 5,000 after that. You now have the option of continuing to use the orange book after reaching 22,000 kilometers. As you finish each new 1,000 kilometers over 22,000, you will receive a certificate. You will receive the normal pins, patches and certificates for 22,000, 25,000 and increments of 5,000 over 25,000. Please make sure each orange book you send in has the total kilometers at the top that you have reached so Karen may log in the correct level you have obtained. This change is effective immediately.

### **Special Programs for 2016**

New Special Programs are introduced for review and approval by the National Executive Council at each January NEC meeting to begin the following year. In January 2015, the Special Programs will be introduced which would start up in January 2016. Any club contemplating a Special Program must have all the documentation sent to your Regional Director and to the Special Program Committee Chair, Bonnie Johnson no later than November 1, 2014. The documentation should include a colored copy of the patch and its dimensions, the booklet with the program rules, etc.; and an expense report with a minimal order of 100 patches for cost estimation. All information and regulations on hosting a Special Program are on the website under [Administrative/General Admin/Publications/Policies/AVA Special Programs Management Policy](#). Please send your documentation to Bonnie Johnson, Special Program Committee Chair, 25-66<sup>th</sup> Way NE, Fridley, MN 55432 or in a pdf file to [bonjohn@comcast.net](mailto:bonjohn@comcast.net)

### **Changing a Club's Name Legally**

It is not sufficient to just put a dba, (doing business as) after the Club's legal name or just use the dba. Any club wishing to change their legal name, (the name associated with their tax ID number and address) must send in a request to The Secretary of State in the state the club is located which is usually the club President's address. Once you receive the official approval from the state send in a copy of this letter to Candy in HQ. You will also need to send in a copy of the letter from the Secretary of State and a letter from you detailing why you are asking for a name change to the IRS to have the new name recorded as associated with your tax ID. **Send to Department of the Treasury, Internal Revenue Service Center, C/O Business Name change Request, Ogden, Utah 84201. Make sure you send return receipt requested when sending to the IRS.** When you receive the letter from the IRS acknowledging the change you must send in a copy to Candy at HQ. This is the only way HQ can change your club's name in the data base and the only way you can file an e-postcard or other IRS 990 using the new name.

### **AVA.org Website & ESR Update Repeated**

The unfortunate web issues that have plagued both the AVA website and the ESR site, have impacted the functionality of both the website and event search features—in late May, two separate problems occurred on the same day which brought down the AVA website and ESR feature. The problems have been corrected, but kinks are still being worked out, so if you experience problems please email us a description or snip of the error message you are receiving to [avahq@ava.org](mailto:avahq@ava.org). The site migration has caused some additional temporary hiccups as files have been syncing and additional maintenance performed. All links have been set with redirects; however, we have been informed that older operating systems might not automatically update saved links (e.g. to ESR page). If you are still receiving error messages and run a Windows machine, these instructions will allow you to manually refresh DNS settings.

*Refresh DNS settings by pressing and holding the Windows-Key, then pressing the R key before releasing both keys. This will open the Run window.*

*In the run window type: `ipconfig /flushdns` (there is a space between the first word and the slash) and then click OK to run the command.*

### **National Volkssport Month**

Patches are now available, contact Theresa at [Theresa@ava.org](mailto:Theresa@ava.org) to order. Patches are \$2.50 each to clubs with no discount or shipping. Patches cannot be returned for credit. ([Click Here](#))

### **2014-2015 Girl Scout Patches and order form ([Click Here](#))**

### **From HQ Awards processing**

The charts for [AVA Processing](#) and [Ten Events](#) comparison are included as attachments.

### **From HQ Events**

#### **[Items Due Report](#)**

### **ESR renewal information repeated**

- ESR Renewals for 2015 is now open; please renew your YRE and Seasonal events.  
**NOTE: Please DO NOT mark your YRE/Seasonal “NO RENEWALS” unless you are definite that event will not be renewed for 2015.** This will prevent you from creating a new ESR.
- New YRE and New Seasonal ESR are also open. Submit your ESR for your RD and State Assn. for approval before September 1.
- Please notify your RD before Marie at [events@ava.org](mailto:events@ava.org) for any ESR related issues. Some of the issue we had in the past was:
  1. duplicated renewal
  2. event disappeared from the renewal list
  3. Events not listed in the website, etc.
- If you have not submitted your first or second Quarterly Report, please submit your report to Marie at [events@ava.org](mailto:events@ava.org). A \$10 late fee per report will be applied.
- To avoid late quarterly report, please see attached schedule below.



### Quarterly Report Schedule

	From	To	Report Deadline
1st Qtr	- January 1	March 31	April 30
2nd Qtr	- April 1	June 30	July 31
3rd Qtr	- July 1	September 30	October 30
4th Qtr	- October 1	December 31	January 31

## The American Volkssport Association

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## Partnerships

