

# Instruction Sheet For The American Volkssport Association Pathway to Excellence

**Before you start:** To make it a little easier when you sit down to fill out the spreadsheet, you might try to have the following information handy:

- 1) The number of members the club had at the start and end of the year
- 2) The number of members that joined the club during the year
- 3) The number of members who were active in club tasks and were points of contact for events during the year
- 4) The number of club members who are also associate and life members of AVA
- 5) The number of members who submitted achievement books during the year
- 6) The number of Traditional Events and total attendance in the prior and current years
- 7) The number of Year Round and Seasonal Events and total attendance in the prior and current years
- 8) Refreshments (e.g., adult beverage)

**Then;**

*Save the Pathway to Excellence file to your PC*

Using the Data Entry Spreadsheet in the Workbook, locate the yellow box in the top center:

Please fill in the information; Club Name, Club Number (just the three digits), Region, and Reporting Year. (The reporting year is January through December, a calendar year.) Enter the number of club members at the end of December of the previous year, and the number of members on the club role at the end of December of the report year.

## **Membership Retention Category**

Line 1, F15, Enter the number of members from the previous year that renewed membership in the reporting year. (Note: All orange shaded cells in this column require the input of numbers only.)

Line 2, F16, Click in the cell, then on the down arrow and select the correct answer to the question. (Note: All yellow shaded cells in this column come with a drop-down menu from which the correct response is selected. If you inadvertently enter something other than from the menu, you will get an error message; simply delete the entry and try using the menu once again.)

Line 3, F17, Select the correct response from the drop-down menu. If all members from the prior year renewed their membership, the correct response will be N/A (Not Applicable). This would also be true if the member moved from the area of was deceased.

### **Growing Membership Category**

Line 1, F20, Enter the number of new members who joined the club during the reporting year. “New members” were not on the club roster during any part of the preceding calendar year.

### **Leadership Category**

Line 1, F23, Select the correct response from the drop-down menu. All offices are filled by separate individuals; no person holds more than one office.

Lines 2 through 9, F24 through F32. Select the correct response from the drop-down menu. Annual schedule may be a local schedule shared with another club or clubs, e.g., a Friendship Walk Schedule for multiple clubs.

### **Members Category**

Line 1, F35, Enter the number of club members who actually worked or performed service for the club during the report year.

Line 2, F36, Enter number of club members who performed Point Of Contact duties for the club’s Traditional Events during the report year.

Line 3, F37, Enter number of club members who performed Point Of Contact duties for the club’s Year Round and Seasonal Events during the report year.

Line 4, F38, Enter the number of members who routinely showed up for club meetings; an average.

Lines 5 through 7, F39 through F41, Select the correct response from the drop-down menu.

### **Associate Membership Category**

Line 1, F44, Enter the number of club members who are also Associate Members of AVA. Do not count Life Members.

Line 2, F45, Enter the number of club members who are also Life Members of AVA.

### **Member Achievements Category**

Line 1, F48, Enter the number of members who submitted either IVV/AVA Event or Distance Achievement books during the report year. Count each member only once. For example, Don submitted two Event Books and Andy, a new and avid walker, submitted three Event Books, while Betty submitted an Event and Distance Book, the number entered will be 3 (for Don, Andy and Betty).

### **Recognition Category**

Lines 1 through 3, F51 through F53, Select the correct response from the drop-down menu. A special meeting might be a pot luck Christmas party/business meeting with special recognitions and awards distribution.

### **Meetings Category**

Lines 1 through 5, F56 through F60, Select the correct response from the drop-down menu.

### **Communication Category**

Lines 1 through 10, F63 through F72, Select the correct response from the drop-down menu.

### **Traditional Volkssporting Events Category**

Line 1, F75, Enter the number of Traditional Events the club hosted during the prior calendar year. If you didn't keep track, your Regional Director has a report that has this information.

Line 2, F76, Enter the total participation for all Traditional Events reported to AVA for the prior calendar year. The RD can provide this too, If you didn't keep a record.

Line 3, F77, Enter the number of Traditional Events the club hosted during the report year.

Line 4, F78, Enter the number of the total participation for all Traditional Events reported to AVA for the report year.

Line 5, F79, Enter the number of Traditional Events hosted during the report year that were other than walks (bike, swim, ski, boat, etc).

### **Traditional Event Organization**

Lines 1 through 16, F82 through F97, Select the correct response from the drop-down menu. Discount those rare occasions where circumstance prevent that which is routine for the club. For example, your club's holiday walk starts at a restaurant and table space is limited, inhibiting the club's usual set up.

### **Year Round and Seasonal Events Category**

Line 1, F100, Enter the number of Year Round and/or Seasonal Events hosted during the prior calendar year. Your Regional Director can help here, if you failed to keep a record.

Line 2, F101, Enter the number of the total participation for all Year Round and/or Seasonal Events reported to AVA for the prior calendar year. Check with your RD if you need help (don't know).

Line 3, F102, Enter the number of Year Round and/or Seasonal Events hosted during the report year.

Line 4, F103, Enter the total participation for all Year Round and/or Seasonal Events reported to AVA for the report year.

Line 5, F104, Enter the number of Year Round and/or Seasonal Events hosted during the report year that were other than walks (bike, swim, ski, boat, etc).

Lines 6 & 7, F105 & F106, Select the correct response from the drop-down menu.

### **Mutual Support Category,**

Lines 1 through 4, F109 through F112, Select the correct response from the drop-down menu.

### **Reporting Category**

Lines 1 through 7, F115 through F121, Select the correct response from the drop-down menu.

## **Budget Category**

Lines 1 through 3, F124 through F126, Select the correct response from the drop-down menu. Note: A generic budget is available for club use at tab three, Budget.

**That's it;** You have finished inputting data. The results are calculated in the Performance page, but no entries can be made on that page. You should check it out to see where points were scored and where the club might provide added emphasis to improve the Volkssporting experience and garner more points in the future.

**You have elected to use this tool voluntarily and need go no further than saving the file for club use.** However, it will be of great help to the improvement of this tool if you would email the saved file to your regional director and the Pathway Committee at [ptecommittee@wildblue.net](mailto:ptecommittee@wildblue.net) as soon after the end of the year as you are able.

In the meantime, please submit questions, suggestions and comments to [ptecommittee@wildblue.net](mailto:ptecommittee@wildblue.net) so we can build a Frequently Asked Questions (FAQ) page, and prepare enhancements and improvements in the 2015 edition. Expect acknowledgement emails from PTE Committee, the account name for the above address.

Be sure to copy your Region Director on any email sent to the Pathway Committee.