

## **NEWP INSTRUCTORS – PAPERWORK PROCEDURES FOR YOUR EVENTS/ACTIVITIES**

When you are the Lead Instructor for one of our club's events/activities, there is paperwork that needs to be done. Here are the steps you need to follow to ensure your proper reporting:



### **BEFORE THE EVENT**

1. Notify ACA by email, and include the following information. This should be done at least 1 week before you hold the event.
  - a. PAC (means Paddle America Club) Name. We are Northeast Wisconsin Paddlers, Inc
  - b. Your name, address, city, state, zip
  - c. Your ACA number and ACA certification level
  - d. Activity Name, Date(s) of, Estimated number of Participants, City/State Activity Held in
  - e. Send email to: [helenoyen@americancanoe.org](mailto:helenoyen@americancanoe.org)

### **AFTER THE EVENT**

2. Notify ACA by using the “PAC Activity/Event Final Report e-Form” found at [http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/PAC%20final\\_report\\_eform%202.xls](http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/PAC%20final_report_eform%202.xls)
  - a. This should be done within 10 days after the activity/event
    - 1) Be sure the activity/event name, date are SAME as 1d above
    - 2) Be sure the PAC shows Northeast Wisconsin Paddlers, Inc
    - 3) Signed waivers of non-ACA members need to be copied and the original sent to ACA
    - 4) Be sure to have enough waivers – one person per waiver form
    - 5) Money needs to be sent with form - needs to be a check
    - 6) Best to USMail in a 9x12 envelope (Put FINAL REPORT on envelope) so they can't lose your report!

### **INSTRUCTOR CREDIT**

From the ACA website: In order to fulfill instructor maintenance requirements (to keep your highest level certification), it is necessary to report a minimum number of courses. Report all courses using either the regular Skills Course Report Form or the EZ Skills Report Form found on the SEI Form page.

Please note that the SEI only recognizes the Lead Instructor of an event when issuing maintenance credit. To report for maintenance credit, you need to do the following steps.

### **BEFORE THE EVENT**

1. Notify SEI of event before it occurs
  - b. Use the “ACA Skills Course Report Form” (for the appropriate year such as 2009) found at <http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/Skills%20Course%20Registration%20-%20Insurance.doc>
  - c. Make a copy for your files
  - d. Send as directed on the report form

### **AFTER THE EVENT**

1. Report to SEI after the event occurs
  - a. Fill out and submit the “ACA Skills Course Report Form” (appropriate year) found at <http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/Skills%20Course%20Report.doc>
  - b. Be sure the Course Name and Date(s) match on both forms
  - c. Send as directed on the report form