

AWARD WORKSHEET GUIDE

(Complete this worksheet and turn-in at the same time as the brochure worksheet)

EVENT/DATE: _____

COORDINATOR: _____

1. What type of award?

(patch, medal, hat pin, etc.)

2. What size and shape of award?

(e.g., embroidered patch square 3.5" x 3.5")

3. Award Design Requirements:

- American Volkssport Association or the initials AVA or AVA/IVV must be on the award
- Falcon Wanderers or FW should be reflected on the award
- Event date is usually reflected on traditional volkssport event awards and left off SEA/YRE event awards
- Patch designs: lettering should be a minimum of 1/8 inch high and use all capital letters. Limit the number of colors on the patch to keep the cost to \$5.00 per patch. It is usually best to keep the design basic and avoid intricate patterns. The vendor will work with you and provide suggestions.

4. Award Design Guidelines:

- Cost of the award is limited to \$5.00 each. The Executive Board will work with the event coordinator and awards vendor to limit award costs
- Awards will not show the number of kilometers unless it is an award for a special event that lasts more than a single day or an event that is more than 30 kilometers long
- A club may limit the number of awards available at a specific event provided the club publishes the limit in the event brochure

5. Attach a colored drawing or picture of the award. Identify and label each color of the award design.