

INSTRUCTIONS FOR ENC/ACA PAPERWORK

Trip Hosts should have with them at the paddle the following forms, all of which can be downloaded from the ENC website:

1. Explore North Coast Membership Application
2. ACA Final Report Form
3. ACA/ENC Release Form

The Membership Application is to be filled out by new or renewing members. If they join (and pay) the day of the paddle, they don't have to pay the \$10 special event fee for non-members. If they are already an ACA member (either individually, or through another club), they only have to pay \$10 to join ENC, but they must give us their ACA number.

The Final Report form is to list everyone who participates in the day's paddle. After the paddle you will need to complete an electronic version of the form and add ACA numbers for ACA members that we have numbers for. For ENC members for whom we don't have ACA numbers, just put a 1.

For non-ACA members, you must get an address and a \$10 fee and have them complete a release.

After the paddle, the Final Report Form must be completed (including ACA numbers and addresses of non-members) and emailed to Rachel Luckey at the ACA (rluckey@americancanoe.org) with a CC to Marcia at Marcia@simplymacintosh.com for the club records.

The current membership list will be emailed to each trip host a day or two before the trip. It shows who has already signed a release form. If the list doesn't show that a participant has signed a release, they **MUST** sign a release to go on the paddle...**NO EXCEPTIONS!** This applies to both members and non-members. If the participant is a minor, the release must also be signed by a parent or guardian.

After the paddle, the completed releases, membership forms and any money should be returned to Marcia. You can either mail it to ENC, P.O. Box 4712, Arcata, CA 95521 or drop it off at Simply Macintosh, 837 H St., Arcata, CA 95521.

Call Marcia at 825-9221 (eve) or 825-7100 (day) if you have questions.