

## Instructions for completing the PT Sanction Application Form

NOTE: To fill in the forms, please highlight the underlined area and chose the underline function on the top right of the screen and then the form will retain the formatting

**General:** Full and accurate details, entered clearly in the proper spaces and accompanied by all necessary enclosures will enable prompt approval.

**Item No.** Enter the date the Permanent Trail opens and the date the Permanent Trail closes. The number of days the event is open will determine the sanction fee.

- [1] Enter the full name of the CVF Volkssport Club, Affiliate or Associate member.
- [2] State the Club CVF Membership Number; e.g. CVF 107 [For new clubs: Leave space blank]
- [3] Show if this event is a PT, SEAS, MSEAS or SSEAS & show the type of event e.g. Walk, Cycle
- [4] Show the Activity type e.g. Self-Guided / Map Walk
- [5] State the length of the trail / course in kilometers [km] 'rounded' to the nearest whole kilometer.
- [6] State the level of difficulty for both Incline [Scale = 1 – 5] and Terrain [Scale = 'A' – 'E']
- [7] State Full address of the Start Point
- [8] Name of City or Town
- [9(a) & (b)] Province written out in full and Postal Code
- [10] State the Name of the Start Point
- [11] The general area in which the walk takes place; e.g. university
- [12] If the walk has a specific name or theme, please indicate it here.

Indicate the start and finish times for the permanent trail in the box, using the 24hr clock e.g. 08:00 – 18:00 or dawn to dusk if the start point is open 24 hours.

- [13] Please give the particulars of the Contact Person or the Person Responsible for the event.
- [14] The email address could be very helpful if there are any questions.

**Special Walking Programs:** Please indicate with an 'X' which, if any, of the indicated CVF Special Walking programs this Permanent Trail or Seasonal Event qualifies for. Any Permanent Trail or Seasonal Event may qualify for more than one Special Walking Program.

- [15] **Fee Schedule;** Year-round (PT) and Seasonal (SEAS) Walks [over 6 months] = \$110.00; Mid-Seasonal (MSEAS) [4 to 6 months minus one day] = \$85.00; Short Seasonal (SSEAS) [less than 4 months minus 1 day] = \$60.00. This includes the fees for Insurance. These fees are set automatically by the database when the dates are entered. For new Clubs ONLY: In order to promote the creation of new clubs, the CVF Board of Directors will waive the sanction fees for up to 10 Scheduled Events and 2 Permanent Trails for up to 2 years. There will be a \$10 administrative fee for each PT (includes Insurance Premium), however. New clubs should contact their Regional Director in this regard.
- [16] Enter the cheque # and date of cheque here.

Please Mail completed forms and fees to: **CVF / FCV, Suite 604 – 251 Bank St, Ottawa, ON K2P 1X3**  
Or email to: [cvffcwalk@outlook.com](mailto:cvffcwalk@outlook.com)