

ACA Event Reporting

Following each BHPC Activity, the trip leader must submit the following: (PAC = Paddle America Club)

For scheduled on-water activities

- ACA Final Report Form that lists name of activity, date held, list of participants, and ACA member number
- Form may be submitted via fax, mail or e-mail
- Signed liability waivers by event members
- Event membership fees collected from non-ACA members
- New ACA/BHPC membership fees must be sent to the national office at the conclusion of the event
- Cancelled activities must also be reported!
- * Clubs that submit their reporting electronically using the Excel spreadsheet contained on the Paddle America Club Resources CD are eligible to receive twenty complimentary event memberships (\$200 value) - PLEASE DO IT THIS WAY IF YOU CAN!

For scheduled off-water activities

- ACA Final Report Form that lists name of activity, date held, list of participants, and ACA member number
- Form may be submitted via fax, mail or e-mail
- Signed liability waivers are not required for off-water activities
- Event membership fees do not need to be collected for non-ACA members
- Cancelled activities must also be reported!

It is recommended that you send in your paperwork to the ACA within ten days after the completed activity. However, the ACA acknowledges that many of the PACs are very active. PACs may batch reports for insured activities and send on a monthly basis. There should be a final report submitted for every scheduled activity on file with the ACA. Final reporting should be submitted to ACA Recreation Outreach. Failure to submit final report forms may jeopardize the PACs eligibility to receive future insurance coverage.