

## **Ride Leader Reporting Procedure**

The Lehigh Valley Cycling Club's ride year runs from December 1<sup>st</sup> to November 30<sup>th</sup>. We are required by our insurance company to keep copies of the ride leader sheets, whether digital or hard copy. In addition, we want to keep our ride-sheet records as current as possible so that we may acknowledge our top ride leaders each month and report year-to-date progress. Ways to submit your ride leader sheets:

- Preferred method: When you complete a ride, simply scan the sheet as a PDF and e-mail it to [signin-sheet@lvcycling.club](mailto:signin-sheet@lvcycling.club). There are a number of good scan apps available for smart phones. Genius Scan is an example.
- Alternatively, place them in the mailbox in the velodrome barn. The box is installed outside the LVCC locker (through the door, first left, end of hall on right).
- Alternatively, mail them to P.O. Box 140, Trexlertown, PA 18087-0140