

Stepping the County Program Guidelines

The Orange County Parks & Recreation and Tourism Departments are teaming up to offer an activity with the goal of promoting healthy living and awareness of the many great historic and cultural resources available in Orange County, VA. We're excited to have you on board as a participant! There are two pillars of this program: miles travelled, and sites visited. Below are some guidelines regarding how to record miles and visits during the time frame of **August 1, 2020 through November 30, 2020**. **Participants must register by July 31, 2020.**



Recording Miles:

1. To complete the Mileage pillar of the program, you must record 100 miles during the above program time frame. The first 50 participants to record 100 miles will receive a commemorative t-shirt.
2. Since this program is intended to promote healthy living, miles should be travelled on a deliberate walk, jog, run, or hike in order to qualify. You should not count distance travelled coincidentally through normal everyday activities.
3. To qualify, miles must be recorded on foot, either through walking, jogging, running, or hiking (exceptions allowable for those in wheelchairs).
4. Record your miles on a program mileage log sheet, you may use as many of these sheets as necessary. Though they are formatted for use during a month, you may use more than one sheet if you record more than 31 walks, jogs, runs, or hikes within a month. Log sheets may be turned in either monthly or as completed, but please do not turn in incomplete sheets.
5. As this program is intended to promote awareness and health in Orange County, VA, at least half of the total miles recorded must be recorded within Orange County, VA. However, you are not required to be an Orange County, VA resident to participate.
 - a. Record the general area of your walk on the log sheet to validate this requirement. You may use general terms like: Downtown Gordonsville, Montpelier, Shenandoah National Park, etc. You do not have to use an exact address.
6. The log sheets can be printed out to be completed by hand, or you can use the typable functions of the pdf form and save them to your computer or device. Please keep a physical copy in case of technical difficulties or computer failure.

Recording Site Visits:

1. There are 15 locations to visit for the Site Visit pillar of the program. All are located within Orange County, VA. To record a visit, you must physically go to the location and record your visit date on the log sheet. The first 50 participants to visit these sites will receive a Tote Bag courtesy of Orange County Tourism.
2. To confirm your visit, you must ALSO take a picture of yourself/the participant with a recognizable feature of the location (building, sign, etc.).
 - a. Pictures should be emailed to Parks & Recreation staff, either to jwoods@orangecountyva.gov or rzamudio@orangecountyva.gov, using the subject line "Stepping the County Visit". You may also present physical copies of the photographs if you prefer. Please include your name in the email for proper recording.
 - b. Pictures may be used for lawful program related or promotional purposes, and by submitting your photograph you provide a photo release and grant Orange County, VA permission to use the photographs in this way. This is a family-friendly activity, and photographs should be appropriate, without anything vulgar or offensive. Failure to follow these guidelines may result in removal from the program.
 - i. You may opt-out of providing a photo release on the signup sheet. In this case, we will retain the photographs until the end of the program time frame to verify visits but will delete them after this time and will not use them for promotional or program-related purposes.
3. For these locations, you are not required to enter a building or pay an admission fee to record the necessary visit for this program. However, please consider doing so as you will learn much more by taking advantage of their opportunities.
4. Usual hours for the locations are provided on the log sheet. **Keep in mind that these locations may be open more or less than is listed, especially with regards to COVID-19.** When planning a visit, it is recommended to contact the location prior to travelling.
5. The visit log sheet also provides whether there is an immediate opportunity to walk near a particular location, helping you "double-down" on the two program pillars. Please be aware that walking opportunities may take you off the location property, and hours may vary for trails.

Completing Both Pillars and Other Information:

1. Those who complete both pillars of the program (miles and site visits), will be entered into a drawing for the grand prize: an Orange County Prize basket worth approximately \$500! You **DO NOT need to be one of the first 50** to complete either pillar to be entered for the grand prize.
2. The first 100 to register will receive a unique "Stepping the County" commemorative patch.