

## Tips for Avoiding Processing Delays

We process hundreds of applications each year. Although we don't want to be overly strict about the format, or absolutely require use of the official application, the reality is that applications that do not follow the guidelines require extra attention, and tend to be set aside until after we deal with the uncomplicated ones. In addition to the guidelines in the information letter, please note the following suggestions for making things easier on us. Thank you!

1. If you are creating and/or planning to submit your own spreadsheet application, *please* make sure that the entire application (with the name and address at the bottom of the page – not just at the bottom of your list) fits on one page (8½ by 11), and that it is printed in 'portrait' orientation, without reducing the font size to something barely readable.
  - a. We do not need to have all of the comments/companions on that one page, so if you are tempted to use 'landscape' orientation, small font sizes and/or the 'fit to one page' feature of Excel/Word to get them all on one page, please don't!
  - b. It is acceptable to let the comments spill sideways onto a second page (e.g. fit to one page high, but don't restrict the width), or to include a second version of the application in 'landscape' format.
2. Do not include multiple applicants (including dogs) on one form. Each applicant needs to submit a separate form, even if all of the dates are identical (though a note to that effect doesn't hurt).
3. Do not print two applications back to back on one sheet of paper (but feel free to print on the blank side of some other one-sided printout, if it isn't too distracting).
4. Please include an email address on your application (or a phone number, if you don't do email), to make it easy to get in touch with questions about the application.
5. Label your final peak, especially if you did more than one peak on the final day.
  - a. If there are dates for peaks that are later than the date of the final peak, please include an explanation (e.g. "second ascent, date of first ascent unknown").
6. Double-check your dates.
  - a. If you do some combination(s) of peaks that is unusual, include a comment confirming that they really were done on the same day (e.g. "did [Hale] in afternoon after Waumbek in the morning" or "part of one-day Pemi-loop").
  - b. Include exact dates if you have them, especially for the final peak.
7. On winter applications, note the start and/or finish time of any hikes done on the day of the solstice or equinox (December 21/22 and March 19/20).
8. If you are using a spreadsheet downloaded from another website, check for spelling errors on peak names (one popular version out there has Waumbek misspelled).
9. Clearly identify requests for extra patches or other additional items, in your letter or on an attached note, not in the memo line of the check (though it doesn't hurt to put it there, also).
10. If you've been waiting a long time for your acceptance letter, and realize that you may have made one of these mistakes, please email [savage@amc4000footer.org](mailto:savage@amc4000footer.org) to straighten things out.

Thank you for making our work easier!