

## REGISTRATION

The Registration Chair shall select committee members sufficient to accomplish the following tasks:

### 1) Track Registrations

- Receive Registration forms and on-line registrations and registration and meal fees
- Create list of Name, Chapter, Title/Position, Amount Received, Check #, Meals paid for, Dietary requests, other requirements
- Create a file containing a copy of the check and the member's registration form; The copy of check can be returned to registrant in their packet and the registration forms should be given to the State Treasurer, but until the meeting, they will be available to the registration chair for questions and problem resolution
- Compare list from Hotel of reservations with those registered. Contact members who may have reserved a room and not registered for meeting/conference and vice versa.
- Send list of registrations to the following:
  - (1) To State Treasurer – with checks, send updated registration list
  - (2) To State President and Meeting chair – periodically email list to keep them updated
  - (3) To Credentials chair – send list so membership and number of chapters represented can be verified;
  - (4) For Registrations Desk – a list to check off as attendees arrive and receive registration packets
- Prepare, from information on the list of registrations:
  - a. List of attendees to Board/conference Book chair (optional)
  - b. List(s) of member and paid number of meals and dietary requests to give to Chair/Meals coordinator
  - c. Lists as requested by the President; including those registered and present - Region Directors, Asst. Directors, Standing Chairs, Sub-Chairs, Special Chairs, Past State Presidents, First Timers
  - d. Registration Report to be given by the Registration Chair (or designee) during the Business session
  - e. The number present for the Credentials Chair

The Order of the Registration Report is as follows:

- |                                    |   |
|------------------------------------|---|
| 1. State Officers*                 | 12. Past State Presidents   |
| 2. Immediate Past State President* | 13. Members   |
| 3. Parliamentarian                 | 14. Youth Leadership (included if YL Conference is held)            |
| 4. Region Directors*               | 15. Personal/Professional Development Participant (Conference only) |
| 5. Assistant Region Directors●     | 16. New Careerist Participant (Conference only)                     |
| 6. Standing Committee Chairs*      | 17. Career Recognition Participant (Conference only)                |
| 7. Standing Committee Vice Chairs● | 18. Guests  |
| 8. Sub Committee Chairs●           |   |
| 9. Sub Committee Vice Chairs       |   |
| 10. Special Committee Chairs       |   |
| 11. Special Committee Vice Chairs  |   |

\* denotes board meeting voting positions

- Assistant Region Directors are counted as voting members when substituting for their Director
- Standing Committee Vice Chairs are counted as voting members when substituting for their Chair

# Manual of Instruction

- Sub-committee Chair is counted as voting member when substituting for the Standing Chair  
Registrants having more than one applicable title are counted only once, in the position of most relevance in the current year. (e.g., a Past State President who is also a Standing Chair, is counted as a Standing Chair)

## 2) Purchase supplies (e.g., envelopes and sufficient name badges, if needed)

- Prepare packet for each person containing name badge, meal tickets, special dietary requests to be shown to wait-staff, other information applicable to meeting/conference, the copy of the member's check
- Name Badges shall be worn by all attendees at all business sessions and workshops. Badge should contain registrant's name and chapter. At board meetings, the badge for Board (voting) members shall have distinguishing mark (e.g., color/dot) if not eligible to vote (see credentials chair). At Annual Conference, members not eligible to vote should have a distinguishing mark.
- Send expense report and receipts for any approved expense incurred to meeting or finance chair and/or State Treasurer

## 3) Set up Registration table

- Consult with State President to schedule times of registration
- Arrange sufficient committee members to enable efficient registration of all attendees
- Have at Registration table: Registration list for check-off, pens and calculator, envelopes for attendees (with name tags etc), Board/conference Books (if requested) other information as needed.

## 4) If Refunds are requested, they should be considered according to policy and with the approval of the Executive Committee:

- Registration Fee refunded with approval of Executive Committee
- Individual Meal costs refunded if canceled prior to hotel or restaurant deadline
- Hotel costs, if the contract and deadlines permit, would be requested directly by the member with the hotel.

## 2) At close of meeting/conference

- To State Treasurer, give all registration forms and send final Registration list/report
- Prepare final report for Chair/finance chair containing:
  - 1) Total income from Registrations
  - 2) Total number of meals and income (amount paid by attendees)
  - 3) Total Expenses (postage, name tags, etc.).

## **Exhibits and Worksheets included in Toolkit T K3.07a**

Registration Report

Registration Tracking form