

AFG Area 9 – Florida North Procedures

Area Assembly Registration

Pre-Assembly

1. Set up online registration and payment options (done by Area Technology Coordinator and Area Treasurer)
2. Area Technology Coordinator to post online registration how-to guide
3. Area Group Records Coordinator to inform the membership about online registration, encouraging each District Representative (DR) to communicate with the Group Representatives (GRs) to ensure they know the name of their group and how online registration works
4. Offer an incentive to get members to sign up earlier with online registrations as it helps the Area Treasurer and Area Chairperson getting figures to the hotel for meals and hotel rooms
5. Email out two (2) notices to GRs and Current Mailing Address (CMA) two (2) months before when online registration opens and another notice one (1) week before the guaranteed hotel room rate ends
6. Substitutions should be made by email to the Area Group Records Coordinator up to one (1) day prior to Assembly
7. Cancellations will be accepted until two (2) weeks prior to Assembly and must be made in writing to the Area Treasurer; refunds will be issued after Assembly via check
8. Keep records of all registration and/or meal counts and update Area Chairperson with numbers of pre-registrations and meals pre-purchased
9. Prepare and provide name badges with lanyards and meal tickets for pick-up at walk-in table onsite
10. Ensure placement of registration tables are in a Wi-Fi enabled spot in the hotel
11. Create sign-in sheets for DRs to use and verify information at Assembly for certification

Assembly

1. Staff registration desks at Assembly
2. Provide name badges with lanyards and meal tickets for walk-ins at table onsite
3. Work closely with Area Chairperson regarding hotel rooms and meal tickets as well as Area Treasurer and coordinate with DRs providing the Growth Enhancement Members (GEMs) for the registration desk onsite; it is helpful to get at least one experienced member (or GEM) to assist at the registration walk-in table on site
4. Track voting versus non-voting member count for each District on sign-in sheets.
5. Provide each DR with the appropriate sign-in sheet for certification of status and introduction of the GRs and other attendees; sheets are then given to the Area Secretary after DRs read them off for the introductions

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6. Doublecheck grand totals of voting and non-voting members that are supplied by the Area Secretary after GRs and other attendees are introduced
7. Provide several payment options for walk-in registrations onsite and keep detailed records of receipts
8. When accepting personal checks, make sure to get a phone number in case of problems later in the process
9. At the close of registration, turn over all monies and reconciliation of funds to Area Treasurer
10. Use a dedicated point-of-sale device (to be maintained by Area Treasurer) for handling onsite payments (credit card, cash, and personal checks) that will provide itemized receipts and reports.

Post-Assembly

1. Remove registration items and clear registration tables for other possible use
2. Return any unused registration items to Area Group Records Coordinator
3. Ensure Area Secretary gets completed District sign-in sheets of attendees so it can be added to the Area Minutes
4. Area Treasurer issues refunds via check
5. Return point-of-sale device(s) to Area Treasurer