

AREA ASSEMBLY REGISTRATION GUIDELINES

PRE-ASSEMBLY

1. Set up ability to register and pay online (done by Area Technology Coordinator and Area Treasurer).
2. Area Technology Coordinator to post online registration how-to's. Area Group Records Coordinator to get the word out about the online registration. It encourages 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.
3. Establish a substitution and cancellation/refund policy.
4. Keep records of all registration and/or meal counts. Update Area Chairperson with numbers of pre-registrations and meals pre-purchased.
5. Prepare and provide name badges with lanyards and meal tickets for pick-up at walk-in table onsite.
6. Assure placement of registration tables are in a Wi-Fi enabled spot in hotel.
7. Create sign-in sheets for District Representatives to use and verify information at Assembly for certification.

ASSEMBLY

1. Responsible for manning 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 coordinates with District Representatives that were providing the Growth Enhancement Members (GEMs) for the registration desk onsite.
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. These sheets are then given to the Area Secretary (after DRs read them off for the introductions).
6. Doublecheck grand totals of voting and non-voting members that is supplied by the Area Secretary after introduction of the GRs and other attendees.
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 phone number in case of problems later in the process.
9. At close of registration, turn over all monies and reconciliation of funds to Area Treasurer.

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.

AREA ASSEMBLY REGISTRATION GUIDELINES RECOMMENDATIONS

PRE-ASSEMBLY

1. Offer an incentive to get members to sign up earlier with online registrations. This helps the Area Treasurer as well as the Area Chairperson getting figures to the hotel for meals and if another block of hotel rooms are needed.
2. It is helpful to 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 ended.
3. If a substitution is being made, they are to email the Area Group Records Coordinator up to one (1) day prior to Assembly.
4. 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.

ASSEMBLY

1. It is helpful to get at least one experienced member (or Growth Enhancement Member [GEM]) to assist at the registration walk-in table on site.
2. 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. Area Treasurer issues refunds via check.
2. Turn over point-of sale device(s) to Area Treasurer.

IN GENERAL

1. At this time, our recommendation is to keep the Area Assembly registration function with the Area Group Records Coordinator position providing they have the assistance and cooperation of the Area Treasurer and Area Technology Coordinator. This may need to be revisited after several Assemblies.
2. We recommend the Area Group Records Coordinator form a committee, at his or her discretion, in order to reduce the workload if needed.
3. If this recommendation is accepted as a guideline, job descriptions for Area Group Records Coordinator, Area Treasurer, and Area Technology Coordinator may need to be revised.