

Registration Committee Duties

This committee shall be responsible for getting registration information to FCRV MSA members, registering those attending, and providing directions to the campout site.

This includes:

- A. Selecting an assistant chairperson.
- B. Arrange for enough people to work the various tasks to be done.
- C. Setting up a record system, in cooperation with the treasurer, for recording, by chapter:
 1. Those that are registered.
 2. The amount prepaid by each.
 3. The packet number and registration order for each.
 4. Those paying for additional nights of camping prior to and after the campout.
- D. Set up a record system so as to record registrations by the month so that monthly totals will be available.
- E. Deposit monies as received by a system developed in cooperation with the treasurer.
- F. Working in cooperation with Grounds, assign sites to all campers, randomly by chapter, except for late registrants, who go into the overflow area, and handicapped, who go into the handicapped area. Members-at-large are considered a chapter. Grounds has the prime responsibility for assigning sites.
- G. Prepare and send the mail-back packet to those registered two (2) weeks prior to the campout. The mail-back packet shall contain:
 1. A welcome letter with rules. See Page H-4.
 2. A map with directions to the grounds.
 3. Teen Coronation Dance dress code, Fall Campout.
 4. If available, a tentative program for the weekend.
 5. A notation on envelope saying:
 - a. registration number
 - b. chapter number
 - c. amount due
- H. Set the hours that the gate will be open for registration. The suggested hours are:
 1. Friday; Noon to Midnight. After that time, security will place the incoming units into a holding area.
 2. Saturday; 8:00 a.m. to 12 Noon. Security will handle the gate from then on.
 3. The hours should be included in the mail-back information.
- I. Determine the traffic flow through the registration gate so that all units can be passed through readily and all needed things can be done. Work with goodie bag committee to get goodie bags handed out. The handing out of the goodie bags is the responsibility of the goodie bag committee.
- J. Collect at the entrance gate:
 1. Any monies due.
 2. The mail-back envelope.
 3. Additional fees if a second, unregistered family is in the unit.
- K. Place on all motor vehicle windshields a sticker or a rear view mirror tag that indicates a paid camper and parking location. This is a guide to parkers and to security to allow the vehicle to re-enter the grounds.
- L. Place all monies in an envelope and turn over to someone to do the required record keeping.

- M. Commercial vendors, staying in a camping unit, must pay the campout fee.
- N. Give the Campout Chairperson a preliminary figure of the number of units on grounds, prior to the Sunday MSA meeting for use at the meeting.
- O. Within fifteen (15) days after the campout, turn over to the treasurer the MSA required financial report. This includes:
 - 1. The amount of pre-registration monies collected.
 - 2. The amount collected at the gate.
 - 3. Figures on the number attending the campout.
- P. Within fifteen (15) days after the campout turn over to the secretary the information needed for the written report to MSA President. This should include:
 - 1. The information requested on pages F-2-1 thru F-2-4.
 - 2. Any other information that may be used in the future to improve this committee's duties.