



VERMILION REGISTRATION CHAIR

QUALIFICATIONS:

- One (1) year continuous abstinence from all drugs.

PRIOR TO THE EVENT:

- Attends Vermilion committee meetings.
- Prepares a database to be used to record preregistration.
- Fields phone calls and brings questions/concerns to event chair.
- Designs event flyer.
 - Posts on Northern Lights website, MN Regional website, World Service website
 - Mails to each NA area in our surrounding states
 - Mails to all recovery based halfway houses and treatment programs in NLA.
 - Mails to all prior year registrants.
- Solicits individuals to volunteer at the registration table during event.
- Picks up duplicate receipt books to bring to event (300).
- Makes 200 copies of a registration form for completion at the event.
- Makes 100 copies of the camp map for distribution at the event
- Makes up a form for each cabin to record the names of all occupants

DURING THE EVENT:

- Participates in the walk-through with the Clean-Up Chair.
 - Counts beds in each cabin.
 - Notes any damages to cabins, campground in general.
- Assures that two people are at registration table at all times one of whom has at least 1 year clean.
- Assures that registration forms are filled out completely (including newcomers as we need to pay for where they actually stayed).
- Has registration table open and ready to accept registrations at noon on Friday and posts the hours for registration and instructions for what to do if registration is closed.
- Prepares deposits every two hours.
 - If treasurer has not picked up, have Chair of event locate treasurer for pick up.
- Keeps track of all registration items:
 - Cash
 - Registration forms
 - Receipt books
 - Database (notebook)
- Brings all registration items home and then turns them in at the wrap up meeting.
- Confers with Vermilion chair any questions/concerns.

AFTER THE EVENT:

- Updates Vermilion database to prepare financial report.
- Verifies and submits numbers to Area Treasurer within two weeks of event.
- Provides a written detailed financial report at “wrap-up” meeting.