



## **Pi State Registrar Procedures & Responsibilities**

The Registrar is from the host Area and maintains registration information for the State Meeting. Hotel arrangements are made individually by registrants who plan to stay overnight. All arrangements for meeting rooms and other details will be prepared by the Pi State Executive Secretary at the discretion of the Pi State Executive Committee.

As Registrar, you will be asked to say how many are in attendance at the microphone during the Executive Board Business Meeting on Saturday at the appropriate time on the Agenda.

1. Look over the Registration Form to be familiar with information asked.
2. Set up a 3-ring binder to keep registration forms and a box to keep envelopes in order of date received. Keep binder of registration forms in alphabetical order for easy reference. Use post-its on forms for questions and remove when answered.
3. Record check #, amount and date received on each registration form. Checks will be payable to DKG Pi State.
4. Carefully check each person's registration form to be sure that the amount paid matches the items checked on the registration form. Highlight on the registration form any missing or inaccurate items.
5. Within 48 hours of receipt, if registration form is incomplete or check total is inaccurate, contact member by email if available or phone.
6. Send an email confirmation of receipt of registration form, amount paid and meal choices.
7. Create an Excel spreadsheet for the registration with the following columns:
  - A = Chapter
  - B = Last name
  - C = First name and title if any (nickname)
  - D = Chapter position
  - E = Membership or Special Seminar
  - F = Street address
  - G = City
  - H = Zip code
  - I = Phone number (*best number to be reached*)
  - J = Email address
  - K = Amount paid and check #
  - L, M, N, etc. = Meal Choices – separate column for each choice
8. Keep a separate registration or spreadsheet if there is a Membership or Special Seminar that members need to register. Email as attachment to Chair of Seminar two weeks in advance of the meeting and any updates prior to the meeting. Record full name, email, phone and Chapter position.
9. Mail checks with *Audit Committee Funds Submission Form* bi-weekly (*every two weeks*) to State Treasurer.
10. Email as attachment the dated spreadsheet weekly starting about three weeks prior to the meeting and the day before the Meeting to the State President, State Executive Secretary, State Treasurer and State Editor.
11. Provide the totals for each meal to State Executive Secretary on designated date. Inform State Executive Secretary of any additions after this date and during the registration times at the meeting.

12. Prior to the meeting, you will receive a list of invited State Speaker(s) and guest(s), indicating what expenses are covered by the State. The invited State Speakers do not pay for registration or meals. List these on your spreadsheet with meal choices and note no cost.
13. List registrant guests and their meal choices on spreadsheet. Guests of registrants must pay registration fee as well as specified amounts for each meal attending that are not included in registration fee. The invited State Speakers do not pay for registration or meals.
14. Create name tags for the meeting for each registrant. Print extra name tags to have for those registering during the Meeting. Include the meal tickets in name tag holder.  
If attendance at special Seminar is indicated, place a sticker on front of name tag holder.
15. Bring to the Meeting:
  - Spreadsheet
  - Binder of registration forms
  - Box of envelopes in which registration forms were mailed
  - Box of name tags with meal choices and extra blank name tags
  - Extra copies of the registration form
16. The Registration Table:
  - A registration table will be provided by the hotel.
  - Set up the table with participant folders, name tags holders in alphabetical order, hand-outs, candy, your notebook, etc. at least ½ hour prior to opening registration.
  - Schedule members to assist you at the registration table during the open registration times at the meeting.
  - Make sure someone is at the Registration throughout the registration times. The table is the "go to" location for questions by members and sometimes by the hotel staff.
  - A registration folder will be provided for each registrant.
  - You and your assistants will give the folder, name tag with meal choices to each registrant. Please have the registrant check to make sure they are receiving the meal choices they checked on their registration forms.
  - Write name tags for those registering during the Meeting.
  - The Executive Secretary will provide chocolates and/or fruit for registrants on the registration table.
  - Area Councils or local Chapters may distribute advertising materials or donated items from their areas.
  - Assistants will be needed to sit at the sign-in table before the Executive Board Meeting on Saturday morning. Sign-in sheets will be provided by the State Executive Secretary.
17. Record cash and checks received on the *Audit Committee Funds Submission Form* and give to State Treasurer. Add names to spreadsheet of those registering during the meeting. Have them complete a registration form.
18. Report the attendance numbers of members and guests at the microphone during the Executive Board Business meeting on Saturday at the appropriate time on the Agenda.
19. Plan to stay after the meeting to settle the hotel bills with State Executive Secretary and State Treasurer.
20. During the week after the meeting, expect 3 or 4 requests from attendees for copies of their registration form so they can submit it to their Chapter Treasurer for reimbursement.
21. After the meeting, shred all registration forms and envelopes.

*“Keep a sense of humor.”*

*~ Cornelia Johnson, Registrar for Spring 2016 Pi State Executive Board Meeting/Seminar*