

# Virginia Area Assembly

## Registration Guideline for Spring and Fall Assemblies

March 2009

## Registration Guideline for Virginia Area Fall and Spring Assembly

### **PURPOSE:**

This guideline provides information for handling Registration Committee duties for the Virginia Area Assembly. These are guidelines only; to be adjusted as necessary to meet the needs of the Assembly, VAWSC and the Registration Committee.

### **DEFINITIONS:**

- **Registration Chair** –  
The person appointed by the VAWSC to chair the Registration Committee. Generally this person volunteers after consulting with his/her District. The Registration Chair and/or the committee member assigned to handle payments should have access to a spreadsheet application and experience in working with simple spreadsheets.
- **Registration Committee** –  
The persons, who have volunteered to assist the Registration Chair to carry out the tasks and duties necessary to successfully register, welcome and inform Assembly attendees.
- **Facility** -  
The facility contracted by the VAWSC to provide food, lodging and meeting spaces for the Assembly.
  - Generally the **Spring Assembly** meets at -  
Massanetta Springs Camp & Conference Center  
712 Massanetta Springs Road  
Harrisonburg, VA 22801  
Phone: 540-434-3829: Fax: 540-433-6118
  - Generally the **Fall Assembly** meets at -  
Virginia United Methodist Assembly Center, Inc.  
707 4<sup>th</sup> Street  
Blackstone, Virginia 23824,  
Phone: 434-292- 5308  
FAX: 434-292-1212
- **Registration mailing** -  
The initial mailing sent to every Group and all VAWSC members listed in the records of the Alternate Secretary. This mailing consists of the Registration Form, map & directions, the 7<sup>th</sup> Tradition Reminder Letter from the Treasurer, the minutes of the last Assembly, information on any motions known to be voted on, and any other info determined by the VAWSC to be necessary to inform voting GR's and other Attendees.
- **Registration Packet** -  
The packet, envelope or folder containing information for attendees of the Assembly.

## **GUIDELINES**

The information provided here is based on the experience of previous Registration Committees and should be adapted, as needed to the talents and skills of your Registration Committee.

### Initial planning by the Committee

- Set up communication methods for the Committee.
- Review the Assembly Timeline. Make adjustments as necessary for current conditions.
- Determine who will be performing each task.
- Go through the supplies received from the previous Registration Committee to determine what is on hand and what will need to be purchased.
- Determine the Registration Mailing address and provide that info to the Area Chair. Generally this is the address of the Registration Chair or the address of a Registration Committee member who has a PO Box.
- Determine the return address to be used on the Registration Mailing and provide that information to the Alternate Secretary. This address may be the Alt Secretary address or an address preferred by the Committee.
- Inform the Committee of reimbursement process for Committee expenses. The Committee members should give receipts to the Registration Chair. The Registration Chair should submit receipts periodically to the Area Treasurer for reimbursement, using the VAWSC Expense Voucher.

### Registration Mailing

- Mailing labels are created by the Alternate Secretary (Group records Coordinator) and provided to the Registration Chair. Return address labels are also provided by the Alternate secretary.
- The Committee determines the size of envelope and postage needed for the mailing.
- If 6x9 envelopes are used, it is the same postage price as the standard legal envelopes. However, when you fold once, rather than twice, the envelope is not as “fat” and the postage is less. Also, experience is that if the “fold” is at the top, rather than at the bottom, it will go through the postage equipment easier.
- Take an envelope with the correct number of pages to the Post office and check to see what postage is needed.  
(Caution: Different Post offices may have scales that register differently. Be sure to mail at the same Post Office where you did the trial run.)
- The Area Chair will send/email you the registration forms, including a map.
- Email the completed form and map to the Area Web Master to be put on the Area Website.
- Obtain a count of number of Registration Mailings from the Alternate Secretary and make sufficient copies of the inclusions for the mailing.  
(Kinkos, Office Depot, Staples, etc all seem good.)
- The Area Alternate secretary will provide address and return address labels.
- Registration Committee gets together to prepare the mailing.
  - Collate, fold, and stuff envelopes.
  - Add Address labels and postage.
  - Now mail it all.

### Receiving Registrations

- Once or twice a week, open the envelopes and staple them together with the Form on top. Having two people work together to perform this task may make it easier and makes many people more comfortable about handing checks.  
(The registration forms begin coming in slowly at first and then increase as the deadline nears.)
- Enter the information from the registration form on an Excel spreadsheet.  
(Various former Registration Chairs should be able to provide their spreadsheet as an example. Ask at VAWSC.)
- Write the attendee number from the spreadsheet on the Registration Form and store the forms in number order.  
(This will make it easier to find a form if it is necessary to refer to the paper form.)
- There will be phone calls and emails with questions, change of roommates and so on. If you can do what they ask, do so.

### Deposit Registration Fees

- Endorse each check using the stamp provided by the Treasurer. Enter the # of the check on the deposit slip plus the amount.
- Make bank deposits timely. Don't hold checks longer than a week.
- Email the Area Treasurer to report the number of registered attendees and the amount deposited when you make deposits.  
(This helps the Treasurer stay current. Copying the Area Chair on this email will keep the Chair informed too!)

### Prepare Registration Packet materials

- Inventory the supplies obtained from the previous Registration Committee. If necessary, purchase additional supplies. Assemble the following supplies in sufficient quantities based on the number of registrations.
  - Letter size envelopes or folders to contain the Agenda, report, etc.  
(Folders can be different colors to show DR's, GR's, Officers, etc.)
  - Name tags for the name tag holders. You get to decide how or if to decorate the tags.
  - Specific colored ribbons for attachment to name tags as follows:  
Past Delegates - purple  
Area Officers - blue  
Coordinators - yellow  
GRs - red  
DRs - green
  - Loose leaf paper for taking notes
  - Pens or pencils
- Email all Area Officers and Coordinators to remind them of due date for reports to be included in the Registration Packets.
- The Registration Chair must receive all reports from Officers and Coordinators – including the **Assembly Agenda** and the **Assembly Evaluation Form**.

- Some report providers may specify colored paper for their report.  
(Colored copies may cost more. Check with the copy service you are using. Colors make it easier to find reports in the packets and provide a little variety for the attendees.)
- Make sufficient copies of each report based on the number of registrations.  
(Experience: Kinkos, Office Depot, Staples, etc, can make all the copies in one day.)

### Assemble the Registration Packets

- About 2 weeks before the Assembly, have a stuffing party for the Assembly Packets.
- You should have reports from all the Area Officers and Coordinators by then and have made copies.
- Set up an assembly line to stuff packets ensuring that the documents are placed in the order determined by the Agenda.

### Coordinating with the Facility

- The Area Chairperson is the liaison with the Center. The Area Chair obtains from the Center the “room assignment sheet” and provides same to the Registration Committee Chairperson.
- You will be in communication with the Chair and the Facility to let them know the attendee count during the last 3 weeks.
- The facility needs to know the number of people who will be eating at each meal. So be aware of daily attendees as well as the room count folks. We pay based on the numbers reported to the facility so we want to be as accurate as possible.
- Generally you will assign rooms based on the “room assignment sheet” provided by the facility.
  - Refer to the roommate and gender information from the spreadsheet.  
(This info was on the Registration Form.)
  - At Massanetta Springs, two bedrooms share one bathroom.
    - So beware of gender - males on both sides of the bath or females.
    - You can usually put two married couples in the suite to share the bath.
    - Some people ask on their Registration Forms to have the entire 4-bed suite; for example: two mom and daughter combinations.
  - The Area Chair should have a room without roommate, if desired.
- Determine who is coming to the facility to stay Friday night. The Officers and 2 people from the Registration Committee registration are paid for by the Area.  
(If others want to stay on Friday night, they must pay for that evening. Check with the Area Chair for that cost and collect the amount from the person on Friday.)
- The first draft of room assignment is typically requested by the facility by Monday before the Saturday event.  
(The “room assignment sheet” might go back & forth a couple of times during the week as adjustments are made. The facility takes rooms out of operation; or puts rooms into operation throughout the week as we add or subtract names from the room assignment chart.)

### Running registration at the Assembly

- Two people from the Registration Committee should go on Friday night along with the officers. It takes a while to get set up and ready to go and it is easier if you didn't get up and drive at a very early hour.
  
- 6 people will be helpful at the registration Table the first morning in the busiest time. (About 10:00am until noon.)
  - Three people with lists of the names to log people in and tell them room assignment.
  - Two people to give out name tags and the right colored folder.
  - One person to supply coffee and run errands that come up.
  
- Make a separate list of the voting GR's to give to the Area Secretary at the opening of Assembly.  
(You may want to assign one person to be responsible for obtaining the accurate voting GR list. If this list is not accurate, valuable Assembly time will be taken up to make corrections.)  
The list should include:
  - GR name
  - Group Name
  - Group WSO Number
  
- At Blackstone, many rooms have no keys and at Massanetta Springs people go to the front desk to get the keys from facility workers.
  
- The staff members at each facility are very friendly and helpful. They will give you a site map and help with questions about where things are.