

Registrar Responsibilities

Part One

As the appointed Registrar, you are expected to

- Receive information needed to generate a spreadsheet for each rally electronically.
- Deposit checks received for each rally in a timely manner.
- Cooperate with the Rally Chair, Rally Hosts, and the Treasurer as needed.

The information above is from the Bylaws of the Northern California Airstream Club. Other documents provide more detail.

Part Two

In addition to the items in Part One, you are expected to

- Review the Hosts's rally information sheet and/or advance copy of Webmaster's JotForm to create a rally spreadsheet.
- In addition to the registration form, the spreadsheet shall include the following information: park and guest copy, waitlist and email/phone number list, host budget, and cancellation list for the purpose of refunds.
- Add Hosts and Apprentices as applicable to the spreadsheet for a guaranteed site.
- Give Hosts, President and Treasurer access to view spreadsheets. Give Rally Chair edit privileges to spreadsheet to enter site number assignments and appetizers.
- Receive emailed Jotforms, and list registration info on spreadsheet in the order received.
- Email members that their registration has been received, and to send payment immediately. Also inform new members to address all their questions, rally concerns or cancellations to the Registrar.
- When payment is received, enter a note on the spreadsheet indicating paid by Zelle or Check. Document check number.
- Email the registrant when payment is received.
- When the rally is full, enter all subsequent registrants on the waitlist. Notify the registrant their number on the waitlist, and not to make payment at this time.
- As cancellations occur, document on the cancellation sheet and notify the Rally Chair.
- Work with the Hosts to determine refunds on rally fees, food and events.
- Work with Rally Chair to determine if cancellation of sites are refundable.
- As cancellations come in, call waitlisted members in rank order, and advise a space has become available, and to send payment immediately if they want the site. If not, go to the next one on the waitlist.
- Make a check deposit a week prior to the rally, or when the Treasurer requires a deposit.
- Text Treasurer bank deposit receipt to notify a deposit has been made. Make a copy of the deposit slip with check numbers and names.
- After the rally is over work with Hosts, and Rally Chair to verify refunds.
- After the rally is over, give Treasure paper copies of bank deposit receipt, detailed copy of bank deposit slip and list of refunds.

Revised March, 2024