

**WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	Rally Registration	COMMITTEE #:	250
RESPONSIBLE TO:	Treasurer	AREA:	II
EFFECTIVE DATE:	October 2018		

RESPONSIBILITY:

Recruit volunteers and organize registration for next year's rally according to International President's and First Vice President's guidance.

COORDINATE WITH:

International President and 1st Vice president, Rally Manager, Tables & Chairs, Corporate Manager, Controller/Treasurer.

SPACE ARRANGEMENT:

Space for tables and chairs for registration and room for members to line up to register.

EQUIPMENT NEEDED:

An adequate number of tables and chairs to accommodate those registering for the next year's International Rally. An adding machine with a tape.

SUPPLIES NEEDED:

Registration forms, pens, pencils, tally forms from rally cashier, ribbons and other hand-outs as designated by 1st Vice President.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Coordinate all registration activities for the succeeding International Rally.
2. Recruit volunteers sufficient to staff a minimum of 3 registration tables for 4-8 hours per day for a period of up to three days.
3. Need a minimum of two hours between next year's rally site presentation and opening of registration.
4. Members not at IR can register online beginning at same time as registration opens at IR.
5. Coordinate work site location and activities with the Intl. President, 1st Vice President, and the future rally site liaison representative (if present).
6. Secure tables and chairs from the Tables and Chairs Chair.
7. Coordinate with the 1st Vice President concerning all signs and other displays and secure same from the Sign Shop and/or future rally site liaison.
8. Receive all registrations from the general membership, provide appropriate receipts and maintain daily and cumulative account records for registrations and funds received.
9. Distribute any registration materials provided as registration incentives.
10. Provide the Intl. 1st Vice President with a daily tally of registration activity.

During the open registration at the IR:

1. At Station #1, members complete paper registration form. Registration staff member to assist/review. Have WBCCI directories on hand for looking up WBCCI numbers.
2. Members may pay via check, cash or credit card at IR. Station #1 assistant directs credit card payers to appropriate line(s) at Station #2.
3. At Station #2, staff reviews form and accepts payment. Cut receipt from registration form and

- direct member to Station #3 with receipt.
4. At Station #3, members receive packet with ribbons, pins, decal, promo materials, etc. Registration staff checks off box on receipt showing that the member received his/her packet. For members who register on-line, they will be instructed at the kick-off to bring proof of registration, either printed or electronic.
 5. Registration forms and payments are gathered from Station #2 as they are received. Registrations are entered by Headquarters staff into the next year's IR DB in the order received using the club PC. This will be done in a back-office environment, not as part of the front office process.
 6. Also, in the back office, the online registration emails will be printed and entered into the rally DB along with the registrations received at the IR.
 7. Registrations and payments will be kept in the order they are entered into the DB. All forms and payments for the day will be kept in a batch.

Under the supervision of the Corporate Manager or Rally Cashier, at the end of each registration day back-office staff will:

1. Complete entry of all registrations received that day.
2. Tally cash and checks received for the day and prepare deposit for bank.
3. Tally credit card receipts for the day.
4. Reconcile bank deposit to the DB using the Registration Reconciliation Summary report.
5. If DB and deposit do not agree, reconcile using the detailed Registration Reconciliation report.
6. After completion of the reconciliation process, take deposit to bank.

Keep registration forms in order by day and batched by day for return to corporate office.