



## RVC Registration Duties

**Know Your Site:** room size, materials, faculty and food. As the date approaches, you *may* be able to increase food, material and faculty, but you probably can't change the space. . Determine in advance, when you need to say stop.

**Walk-Ins** need to be accepted on a *standby* basis. They should be placed in a class only when you have determined that the duly registered participants are not being negatively impacted.

**Registration** should be manned (personed ) by enough well trained volunteers (not faculty) to effectively process the registrants. Divide registration table into PAID, UNPAID and WALK-IN.

PAID – Check-in people on sheet and collect any missing data.

UNPAID – Check-in, and collect balance, including late fee if registered within 10 days of the session.

WALK-IN - Collect their data sheet with payment and hold them for your approval. *Standby*

**Post-registration** Review and reconcile the registration sheet with the funds submitted. Confirm that either; cash, check, voucher, scholarship or credit card sheet exists for each registrant. Credit card forms should be called-in to acquire an authorization number for the bottom 1/2 of the form. The top 1/2 of the form, containing the credit card number, *must* be destroyed. It is against Federal law to retain credit card information in an unsecured location.

**Transmit** Within 10 days of the conclusion of the session, the original registration sheet along with checks, vouchers, scholarships, bottom 1/3 of credit card form and a personal check made payable to RLI to replace the cash. Refunds or payments may not be made from cash rendered.

Donna Rinaldi  
Registration Administrator  
14 Riverdale Avenue  
Dover,NH 03820

*Keep a copy of everything submitted for your records.*

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RVC Signature

Date Signed