

# Spring Fling Committee

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## **REGISTRATION**

(Minimum 5 years sobriety)

**The Registration Chair should have a lifestyle and job situation that allows for ample dedication of time to the duties of this office.**

### **Standard Duties**

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings. This is important in order to maintain group cohesiveness, to participate and exchange ideas, and to maintain a quorum when voting on issues.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide leadership in their specific area and to initiate action necessary for a successful conclusion.

### **Requirements**

- Good computer skills, including a working knowledge of Microsoft Access database and Microsoft Publisher are required. Microsoft Excel & Microsoft Word knowledge is helpful.
- Must have a lifestyle that allows ample time to manage the duties required of the registration chairperson. Your phone number is provided on the pre-registration brochure for registration questions. You are required to respond to phone questions and email questions in a timely manner during the months after the registration forms are sent. The week before the event can be very hectic. You must be available the entire Spring Fling weekend (Friday and Saturday) during registration hours.

### **Officer Duties**

- Using Access Database, create mailing labels from previous year registrants to use for mailing pre-registration forms for current year Spring Fling. Print labels for committee to affix to registration flyers. Close and secure each form with clear mailing seals.
- Maintain an email list from PayPal and of all prior year attendees who provided an email address. Email a copy of pre-registration form to each as a blind copy (BCC) beginning in October. Send an email blast in October, November, and December. Send an email blast each week beginning in January until cut-off date for pre-registration. As people register, delete them from your e-mail list, so they are not receiving multiple e-mails, once they have registered.

- Create an email and mailing list from all registrations received at the door.
- Order buttons from Buttonworks.
- Create an empty database for current year Spring Fling. This can be done by exporting format of the last year's table and renaming the original so no reports have to be changed.
- One month prior to Spring Fling, send a letter to approved recovery homes based on previous letters outlining the requirements the recovery house must follow to get complimentary registrations held for the recovery house residents.
- Create pre-registration forms, arrange for printing, and mail out by November 15<sup>th</sup>.
- Pick up Registrations at the Arden Way Post Office, P.O. Box 661685, Sacramento, CA, 95866-1685 at least once a week, and every day as the Spring Fling gets closer.
- Check PayPal registrations. Print out packing slip for each registration, and enter all registrations into the Access database.
- Enter all mailed in registrations into the Access database and send registration confirmation postcards to all persons who registered by mail. You will create the confirmation cards with the current year logo
- Maintain an alphabetical binder of all registrations to respond to questions before and during Spring Fling.
- Deliver pre-registration checks and cash to Treasurer for depositing.
- Provide registration progress reports at each committee meeting.
- Obtain colored banquet tickets from hotel to be inserted into registration packets.
- Print labels from access database (in alphabetical order by last name) for pre-registration packets, showing all items purchased.
- Assemble pre-registration packets the weekend before Spring Fling to include registration button, program, souvenirs purchased, banquet tickets and bracelets, and dance bracelets purchased. This usually takes three persons a full day.
- Assemble all speaker packets with speaker ribbons for Speaker chairperson.
- During the Spring Fling event, supervise registration activity (including problem resolution) while registration is open during the weekend of the Spring Fling. Registration is open Friday from noon to 8:30 p.m. and Saturday from 9 a.m. to 8:30 p.m. Registration is closed on Sunday.
- Issue hardship registrations to Recovery House residents, and others you judge unable to pay, such as welfare recipients, unemployed, newly sober. Hardship registration can be free or a reduced amount.
- Bring alphabetical binder to event to verify registration if any problems come up.