

Registration Guidelines

NFA Assembly Panel 49

Keep it Simple

Voting uses Blue Name Tags and sign in sheets.

Non-Voting uses Red Name Tags and sign in sheets.

A. Purpose of Registration:

- 1) Count of Voting/Non Voting Members
- 2) Count of Group Representatives per District.
- 3) Tally of money collected for Area Treasury.

B. Everything needed for Registration will be provided by Group Records Coordinator:

- 1) District Lists of Groups with Name, WSO ID# and Day / Time of Meeting.
- 2) Pens, Markers & Pencils
- 3) Name Tags
- 4) Cash for change for the Volunteers
- 5) Computer with Current Group Records Info
- 6) Table Cards with instructions and Dist #s
- 7) Provides Group Records change forms and “In” Box for Group Records Change forms.
- 8) Notebook for FAQ (Frequently Asked Questions)
- 9) Stickers for fun and good cheer.
- 10) Provides aprons with pockets for volunteers.

C) Volunteers are needed to man the Registration table:

- 1) Two (2) Districts are assigned with supplying at least two (2) volunteers (non-Group Representatives).
- 2) Four (4) volunteers are needed all hours of Registration.
- 3) Hours are Friday 4-7pm and Saturday 7-10am.
- 4) Volunteers need bring only a drink and snack if wanted. Plan to eat early or late as Registration takes place during Dinner and Breakfast.
- 5) Each person is responsible for what they take in.
- 6) Bring a Big Warm Smile and be Welcoming.

Frequently Asked Questions

1) Who has to pay?

Everyone who is attending the Assembly must pay the \$10 Registration fee, no exceptions. The Group usually reimburses the Group Representative for that cost. Districts usually reimburse a Growth Investment Person (GIP). Even visitors are to pay if they are attending.

2) Who gets to Vote?

Every Group represented gets **one** vote, usually the Group Representative. However, anyone sent by the group to represent them at Assembly has the right to vote.

3) Who is Non-Voting?

Everyone has a voice. Only one person can vote for each group. If two people come to represent a single group only one of them can vote, the other is non-voting. Often a Growth Investment Person (GIP) is not representing a group therefore does not vote.

4) Why is my Group not listed?

There is a problem with the registration of your group at Area level. A Group Records Change form should be completed and turned in today.

5) If anything about your Group is listed wrong.

There is a problem with the registration of your group at Area level. A Group Records Change form should be completed and turned in today.