

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE 16 (H)
PREPARATION AND MANGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AN RESPONSIBILITIES
REGISTRATION COMMITTEE
CHAPTER 4 APPENDIX (L)**

I Registration Committee Chair Guidelines:

- A. The Registration Chair is not required to perform all of the tasks listed, but is encouraged to establish a Committee to assist in accomplishing the necessary tasks by the required time frames.
- B. The Registration Chair must work closely with the Convention Host Committee Treasurer, utilizing the CSFC Form #4, Registration Form, to obtain the names of individuals who will be attending the Convention.
- C. Either the Registration Chair, the Treasurer, Meals Chair, or other CHC person will develop a computer database listing convention attendees; their chapter, District, meal selection, table assignment and any other pertinent information.
- D. The committee may request the Federation Executive Board to change the registration fee, if considered necessary.

II The Registration Chair Responsibility:

- A. Produce labels, which are applied to legal size envelopes, listing the name, designation (delegate, alternate, guest), district, and chapter of individuals attending the Convention.
- B. Produce name badges listing the name, designation, district and chapter of individuals attending the Convention. Note: Name badges can be purchased at stationery or office supply stores and are traditionally those, which are encased in plastic and are attached by a pin. However, an elastic cord that attaches to the badge and loops over the person's head is preferable. Local Convention and Visitor's Bureaus may be contacted, and may provide these name badges free of charge.
- C. Traditionally, ribbons (with a strip of adhesive tape on the top of them to attach to the back of the name badge) have been used in the colors designated by the Convention Host Committee to designate individuals such as: National Officer, Executive Board Member, Delegate-At-Large, Delegate, Alternate Delegate, Convention Host Committee Members, Guests, and Exhibitors; however they are expensive and sometimes difficult to locate in the designated colors. In lieu of ribbons, a colored border around the name badge, or colored tape may be used to designate the various individuals.

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- D. During the past few conventions, it has been the practice to identify the members who are attending the convention for the first time with a special designation such as a sticker, as well as those members who are active Federal Employees. Give this some consideration for those “first time attendees” and Active Federal Employees.
- E. Obtain the Meal Packets with tickets from the Meals Chair.
- F. Assemble the above materials: i.e., placing the label on the envelope, inserting into the envelope the name badge, inserting the appropriate ribbon (if used) and inserting the Meal Packet. During this assembly process it is a good idea for a double check to be made of each Registration Packet to insure the correct items have been placed in the envelope, prior to sealing the envelope.
- G. After the Registration Packets have been assembled and sealed, they should be placed in boxes (which are Convention Host Committee Property) by District and Chapter to be used by the members of the Registration Committee who will actually register individuals at the Convention.
- H. Produce a list (or obtain the list from the Convention Treasurer or Meals Chair or other CHC person) by district and chapter, of individuals attending the Convention. (See Sample 1 of Meals Committee, Chapter 4, Appendix H)
- I. Obtain members for the Registration Committee who will man the Registration Tables during the Convention to assist individuals in the on-site registration process; i.e., obtaining their name badge, and meal packets. One or two members for each District are recommended and enough members should be recruited to allow members time for breaks and lunch. As individuals register and are given their Registration Packets, their name should be checked off on the master list to indicate the Registration Packet has been provided to the individual.
- J. Coordinate with the Delegate Packet Chair to determine if the Registration Desk will give out the Delegate Packets or if individuals must obtain their Delegate Packets from a separate location. If the Registration Desk is to give out the Delegate Packets, additional volunteers may be necessary.
- K. As a courtesy to the Federation Executive Board, the Registration Committee should pre-register the members of the board and their spouses at the pre-convention Executive Board Meeting.
- L. Regardless of the pre-planning involved, there will always be last minute changes, i.e., deletions or additions. Be prepared with additional materials to accommodate

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these last minute changes.

- M. The Registration Chair should maintain files, which provide an in-depth review of all actions taken by the Registration Committee. At the end of the Convention, these files, along with the properties should be turned over to the next year's successor to assist the new Registration Committee in their establishment. If possible, a face-to-face turnover (perhaps at the end of the Convention) of files (including computer discs) is beneficial. Communication between the outgoing and incoming Registration Chair can be quite helpful.
- M. The outgoing Registration Chair should prepare a brief report of things that worked well, or things that didn't work so well, to assist the incoming Registration Chair.

END