

REGISTRATION DESK VOLUNTEER

Objective: To welcome participants and newcomers and help them register.

Responsibilities:

1. Welcome each person.
2. Check each person on the registration sheet as they arrive.
3. Ask if they plan to return the next day.
4. Check off each person that registers onto a registration sheet for the next day
5. Explain the need to register for the next day by 1:00 pm the day before.
6. Explain the procedure for canceling their reservations.
7. Explain the voluntary contribution system to each newcomer.