

## Pre-Registration/Financial Leader

Your responsibility is to collect team fee payments from team members at each training and on the weekend. Team fees should technically be paid by the third team training. You may have a few that for some reason pay at the weekend. As you collect payments for the weekend mail them to the Secretariat Board Treasurer (their address can be found on the website). Always make copies of checks before mailing them. Be sure to identify yourself as the Pre-Registration/Financial Leader for the upcoming weekend #\_\_\_\_. Also include your contact information for future correspondence. When sending money in the mail to the Registrar, please use First Class mail, and do not send cash. Whenever possible, keep the cash and send a check or money order payable to "Texas Gulf Coast Via de Cristo" or "TGCVDC". Weekend fees may be paid in partial increments, if the total is collected by the 3rd team training.

Prior to the first team training. Speak with the Rector for the weekend and ask them to give you a list of team members, this way you can begin to build the team member excel sheet. You will also need to have a sign in sheet for team trainings. You can use a printed excel sheet check off system or have a signup sheet.

Any Team Applications received during trainings should be mailed to the Secretariat Board Registrar (their address can be found on the website).

The JOG can/box needs to be taken to each training session (if accessible, it is customarily kept in the trailer). It should also be taken to each weekend and the Clausura. All funds collected should be given to the Secretariat Board Treasurer for depositing after the Clausura.

The Pre-Registration/Financial Leader should sit at the weekend registration table to assist as new pilgrims arrive. The Registrar for the Secretariat Board should provide you with information for the Pilgrims fee payments (ex. payment due, scholarship, paid in full). If the new pilgrim seems uncertain if their fee is paid DO NOT make a big deal of it in front of them. If the Registrar, Lay Director, or Treasurer are serving the weekend discuss it in private with them later.

Scholarships will be determined by the Rector who has spoken to the Lay Director for permission. This information is kept confidential. Team members may only have one scholarship in their lifetime.

When you get to the weekend make sure you have a record of all team members who have not paid all their fees for the weekend. It is helpful to make a separate list of those that still owe their fees separate from the main list. After the weekend mail any Team and New Pilgrims Payments to the Secretariat Board Treasurer. Mail a copy of the team list and New Pilgrims to them as well.

Complete overnight headcount each day, do not estimate. We need an accurate count. Some camps fees are based on the pre-weekend count for food. Also, some camps need a count 1 week prior to weekend for food. The camps also charge a per person, per night rate of actual attendees. Another camp may charge per room unit and facility used, cooking is done by team members at some camps, but an accurate headcount is still needed for record keeping purposes. Team members not staying the entire weekend: No fees are prorated. Entire fee is due regardless of number of days served. Check with the Palanca Rector for newcomers. Check on Pastors also. Make a report of attendees for each date to the Registrar.

If the camp requires a release you need to have the team and the pilgrims sign one. After getting all of the team forms and the New Pilgrims forms, you will turn them in to the camp office.

Have expense forms and envelopes available for team members who have expenses. These forms should be completed, even if the amount is to be donated as Palanca, so that we have a better idea of the expenses for the weekend. Send these to the Secretariat Board Treasurer.

The Pre-Registration/Financial Leader will prepare an excel spread sheet of names, addresses, emails, phone, church, etc. during the trainings leading up to the weekend.

Before returning any items to the trailers, update your inventory of all items. We must be prepared for the next weekend. It is a lot of work for the board to go through and inventory everything before getting ready for the next weekend. Help us be prepared with accurate inventories for the next team.