

HOUSING AND REGISTRATION

MANUAL

October 2023

Chairing this work area requires some work to be completed prior to the day of the Walk and some work to be completed after the Walk. It also requires a commitment to be at the camp by 3 pm the first day of the Walk. You will need to line up at least two other people to help you the day of the Walk to help with distributing signs and checking in Pilgrims as they arrive.

It is not necessary to remain at camp the entire Walk, but if you do not stay, plan to have someone collect the offering from Candlelight and Closing and remove the money from the kitchen after the last meal served each day. The chair is responsible for inspecting the buildings at the end of the walk (along with logistics) and to make sure the camp is left in a manner that will bring Glory to God. Make sure to keep your dorm assignments document so that you can locate the owner of any items left behind.

Job Summary:

- **Assign rooms for Pilgrims and Conference Room Team**
- **Make reservations for the Alamisco Inn, Campsites, Pavilion Rooms**
- **Make signage for Pilgrims' rooms**
- **Make Pilgrim dorm assignment posters**
- **Make and hang all other signs listed in housing manual**
- **Check In Pilgrims on first night of the Walk**
- **Conduct a post-Walk inspection of all the lodge rooms, and any other lodging used for the Conference Room Team, Background Team, and Pilgrims**
- **Collect payment for all lodging, meals, and offerings**
- **Reconcile and make deposits the week after the Walk**
- **Send reconciliation form and deposit slips to the treasurer of CAEC.**

**Necessary contacts: Housing and Registration Board Rep, Lay Director, Registrar,
Bed Tag Chair**

Prior to the walk the following must be done:

1. **The Housing and Registration Board Rep should contact you to provide you with the correct H & R box. There are two, one for even number Walks and one for odd number Walks.**
2. **Contact the Lay Director for the Walk and obtain:**
 - **His//Her Artwork for signage**
 - **A list of the Conference Room Team and their roles**
3. **Contact the appropriate registrar (Men's or Women's) for a list of confirmed Pilgrims for the walk. This list includes the Pilgrim's information from their application including upper or lower bunk needs. Please keep in mind that the information provided is personal and should not be shared with anyone. Bunk Assignments (for Pilgrims and ATLS) will be made known when the roster is posted for Registration on the day of the Walk by 5pm. Information can change until the time the Walk begins.**

4. Keep in close contact with the Lay Director and the Registrar for any changes in the status of confirmed Pilgrims.
5. Pray for guidance and then assign Pilgrims and ATL's to beds. Make sure that requests for lower bunks are honored; try to separate pilgrims from the same town and those from the same church. There are times when this is not possible. **Consider age and any health limitations when assigning rooms and bunks.** Request table assignments from the LD so that those can be considered as well. ATLs are housed with the pilgrims. Try to assign one per dorm and do not put them in the same room.
6. LD and ALDs are housed in one side of the first cabin on the right past the fire truck. TLs are housed in the other side of that cabin. SD and ASDs are housed in the second cabin. Musicians are housed in Pavilion Rooms. If there is a female SD or ASD, they can be housed in the Pavilion Rooms. The Board Rep is housed in Lodge Room 6 and the Media Person is housed in Lodge Room 3 right past the Speakers' Prayer Chapel and Speakers' Changing Room.
7. After the Pilgrims and Conference Room Team have been assigned beds or cabins, contact the Bed Tag chairperson, and forward the room assignments to him/her to facilitate organizing bed tags. You may have to do this more than once if there are changes.
8. There are stock signs in the housing box for the Alamisco Inn, Cabins, and for the LD, ALD, SD, ASD, Music, Media Cabins. Usually, the Lay Directors appreciate having signs made with their artwork. Those templates are attached to the housing manual on the CAEC Website.
9. The last thing you do prior to the Walk is print all the forms you will be posting. You should wait until the latest possible moment to print door signs and pilgrim rosters. Last minute changes can happen until the moment the Walk begins. All forms are in the Housing and Registration Area Workbook on the website www.caew.org.

Print the following forms:

- 2 Pilgrim Assignment posters, including Assistant Table Leaders. (Template 1)
- Dorm Signs: - Use stock or print with artwork for dorm A, B, C, D with artwork (Template 2)
- Room Signs- one for each room with pilgrim's names/bed assignment. Can include LD artwork on these (template 3)
- Signs for Cabins (with LD artwork if requested.) Women's; Men's; LD, ALD's; SD, ASD's; Music, Media; and Alamisco. You may use the stock signs at lay director request. (Template 4)
- Pilgrim Balance Due (at least 2 copies): Filled in with information from the confirmed pilgrims list from the registrar. The registrar's list will tell you the deposit paid and balance due. The cost of the walk is \$150 and you and your helper will both need a copy of this when checking in pilgrims. (Template 6)
- Envelopes: Lodging and Meal Payment envelopes will be in Housing box.

DO NOT PRINT FINAL ROSTER OR DORM ROOM SIGNS UNTIL THE LAST POSSIBLE TIME TO REDUCE THE AMOUNT OF PRINTING YOU WILL DO.

Duties by Day --First Team Training

1. You and/or your co-chair **MUST** attend the first team meeting to collect the money from the Conference Room Team and/or the support team. **EVERYONE ON CR TEAM PAYS \$150. The first team meeting is the only meeting the support team is allowed to attend.** All other money collected at the registration table at the Walk.
2. Reservations can be made by phone or e-mail and paid for at the camp. You will be taking the reservations.

Pricing is as follows:

Suites #1 & #3 are \$300 for the weekend, Suite 2 is \$200/weekend and is handicapped accessible.

Alamisco Inn Downstairs: \$135/weekend, Camp Sites \$30/night, Cabins \$25/night, Pavilion Rooms are \$150 weekend (when available) and if they are not being used for CR Team. **Reservations for the entire Walk weekend are given priority.** Reservations for less than three nights are not available until the Sunday prior to the Walk beginning on Wednesday.

Meals are included for up to two people for Alamisco Inn Rooms, Pavilion Rooms, and Campsites, up to 6 people for Suites 1 and 3, and 4 people for Suite 2. Individual cabin bunk rentals include meals.

Accommodations information

- a. Alamisco Inn Suites 1 and 3 Include 2 Queen size beds, a set of bunks, and a fold out single futon, kitchen, and a shower. Suite 2 includes a Queen bed, a set of bunks, a small refrigerator and handicapped accessible bath. Rooms 4-9 downstairs have one double bed and bathroom with shower. **Those serving the entire weekend are allowed to reserve first.** Remaining room reservations are first come first served basis and are not open until the Sunday prior to the Walk beginning on Wednesday. Servants requesting Friday only or Thurs-Fri should be put on a waiting list prioritized by earliest request. Check to see if Mack Lovelady and / or Donna Clements are serving in meal prep. If so, they are put in rooms 8 and 9 respectively and their accommodations are paid for by Bebe directly to the Treasurer. **All Linens are furnished for these rooms.**
- b. Cabins: Reservations are required for the EMMAUS/Chrysalis Family and the COUPLES cabins. Reservations are not required for the men's & women's cabins. The bathhouse are in a separate building between the cabins. **Linens are NOT furnished for these rooms.**

The basement in first Women's cabin on the left of the bathhouse (from the gazebo) is designated for FAMILIES WITH CRYSALIS YOUTH, if needed.

The second cabin on the left is designated as a COUPLES' CABIN, if needed.

- c. The 2 Pavilion Rooms (when available for us) include a Queen size bed and one set of bunks – **Linens are NOT furnished for these 2 rooms.**
- d. Campsites: Campsites have water and electricity hook-ups, but no sewer. There are a total of 4 campsites. (Bebe Davis has a standing reservation).

3. Print and bring the following forms with you to the team training:
 - a. Conference Room Team Payment Form with names of conference room team members filled in (template 7)
 - b. Alamisco Inn Reservation Form (template 8)
 - c. Campsite Reservation forms (template 9)
 - d. Cabin Forms (template 13)
 - e. Pavilion Room Reservation (template 14)

NOTE: Many of these blank forms are included in the housing and registration binder in the Housing Box.

Wednesday

- Arrive at camp by at least 3 p.m. Conference Room Team Members may already be onsite. Let them know their room assignments.
- Alamisco Inn – Place Room Assignment sheets on each door filled in with the name, room number, nights reserved, and amount owed. (Template 10) Leave a Lodging Payment envelope on the bed of each room not pre-paid. (Envelopes found in housing box)
- Cabins for LD, ASD, SD, ASD, Music, Table Leaders. Hang signs on first cabins on the right past the Fire truck per Lay Director's instructions. (Stock sign in box or custom with logo)
- Cabins- Place signs on Men's and Women's cabins. (Stock in box or custom) Place signs included in folder in housing box to indicate directions for staying in cabins and payment.
- **Conference Center (LODGE)**
 1. Post Pilgrims' Dorm Assignment Poster with pilgrim's names, dorm, and room number. (Template 1) INSIDE on the glass facing outside to the right of the front door when entering the lodge. Use 2nd Pilgrim Roster Poster at the Registration table and take to Agape after Registration is complete.
 2. Place Dorm Signs: (from sign folder or custom with logo) (template 2)
 1. Dorm A goes on outside wall to left of front doors
 2. Dorm B goes on outside wall to the right of the front doors
 3. Dorm C should indicate that the dorm is located downstairs and to the left
 4. Dorm D should indicate that the dorm is located downstairs and to the right
 3. Place Room Signs outside each door in each dorm. (Use lay director logo) (Template 3)
 4. Be sure the person chairing BEDTAGS has copy of Pilgrims and ATLS room assignments so they can hang name tags on each bunk in each room. It does not matter which side of the room they start on if upper and lower are correct.
 5. Put payment basket downstairs in meal service with payment envelopes in it so people can pay. Include several pens in the basket. Hang the signs reminding workers about payment for meals (located in housing box) There are 4 of these. Hang one under basket, one on the wall where pilgrim table assignments are located, one on the back door and one at the beginning of the food line where workers serve their plates.

6. Set up registration tables underneath tents in front of the Conference Room. There is a sign in the housing box to identify the registration table.
7. You may have some downtime after setting up and may leave camp. **YOU WILL NEED TO BE AT THE REGISTRATION TABLES READY TO REGISTER BY 5:30 p.m.**
8. The two people checking in pilgrims and receiving payments should sit furthest from the conference room and the person handing out the name badges closest to the conference room. **Remind the person handing out badges that they are not to give out the badges until after the pilgrim has been checked in.** This is very important because people can assume they are done once they have their badge and may be difficult to find later if payment has not been rendered.
9. When checking in pilgrims, use the Balance Due form (Template 6) to record check numbers if paying by check (if a sponsor or other person is paying for the pilgrim it is helpful to note that name as well, this will help with reconciliation) or to record CASH if paying in cash.
10. After registration, you will need to make sure all the pilgrims have paid, and the BALANCE DUE form is balanced. If a pilgrim has not paid let the Registrar know or you may need to contact the sponsor.

Thursday and Friday

If you are at camp on these days, you can collect the envelopes that are put in the basket. If you are not at camp on these days, please make sure there is someone assigned to pick up the money each day from the basket. NOTE: Money should be removed from the basket at least each evening after supper.

Friday Night

You will need to receive the money collected at Candlelight. Bring an offering reconciliation form with you and meet the ushers or Candlelight Chair in the office to count the money (Template 11). If you cannot be at camp, please delegate someone to handle collecting the offering.

Saturday

1. After lunch on Saturday:
Remove: -the basket and payment envelopes from the kitchen area.
-the meal payment signs from the kitchen area & return to permanent sign folder.
-all signs from the Alamisco Inn and Cabins, return to folder if permanent signs are used.
2. Check out time for the Alamisco Inn is at 3 p.m. You will need to do a walkthrough of each room to make sure nothing has been left behind, the trash has been emptied, and that all A/C units or heaters have been turned off.
3. You will also need to do a walkthrough of the Cabins for the same purpose.

Closing:

- You will need to receive the money that is collected at Closing. Bring an offering reconciliation form with you to the office to count the money with the Worship Chair. (Template 11).
 - If you cannot be at camp, please delegate someone to handle the collecting of & counting of the offering.
 - The Closing offering reconciliation form is same as one used for Candlelight and will need to be printed at same time you print the Candlelight form.
4. After the Closing Ceremony, you and Logistics will need to inspect all the dorms in the Conference Center to see if anything has been left behind. Be sure both trash cans in each room are emptied. There are plastic gloves available for this task in Agape hut. Trash cans are in dressing room as well as toilet room. Turn off all A/C units or heaters. If items are left, please make note of the bed/room number, and contact the Housing and Registration Board Rep.

After the Walk

1. Complete the Housing and Registration Deposit Reconciliation Form (template 12)
2. When filling out deposit slips it may be helpful to fill out separate slips for the Conference Room team, Pilgrims, Cabins, the Alamisco Inn, Meals, and Offerings.
3. When filling out deposit slips write the person's NAME, not the check number.
4. Stamp all checks "For Deposit Only" and make deposits to Regions Bank. Deposit Book located in the housing and registration box.
5. Send completed reconciliation form with all backup documents and the deposit slips to:

CAEC Treasurer
Lynn Moseley
3116 Alumni Lane
Opelika, AL 36804

6. **Please send the Conference Room Team Payment Log, the Pilgrim Balance Sheet, the Women's Cabin, Men's Cabin, Campsite, Alamisco logs, Offering Reconciliation Forms to the Treasurer. Please familiarize yourself with the Reconciliation Forms and Balance Sheets so that money can be kept in a way that makes it possible to account the appropriate funds to the appropriate areas.**

Thank you for being the hands & feet of Jesus
Christ!
DECOLORES!!!

Suite 3

Suite 2

Suite 1

Downstairs

Room 1

Room 2

Room 3

Room 4

Room 5

Room 6

Room 7

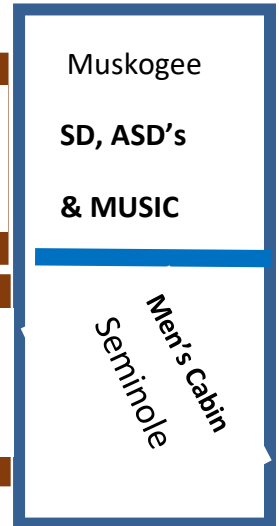
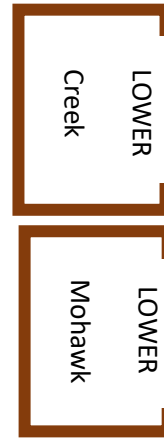
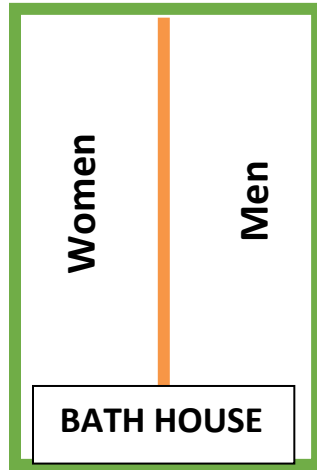
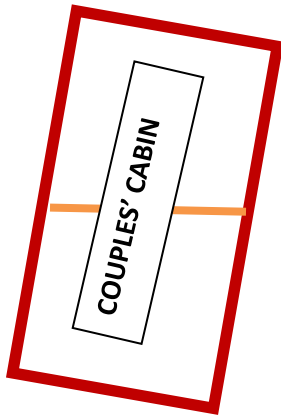
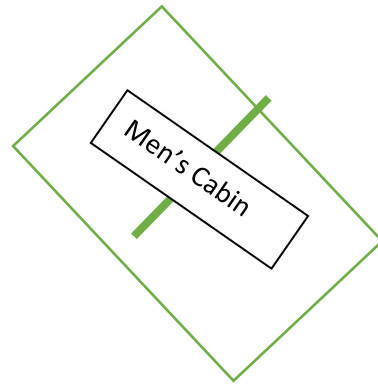
Room 8 Mack Lovelady

Room 9 Donna Clements

Alamisco Inn

#1 Sioux & Napachi cabins are generally used by LD & ALD's, possibly Music/Media/ Board Rep or Spiritual Directors. Based on LD's preference. The Pavilion rooms (when available) may be used if there are female spiritual leaders present.

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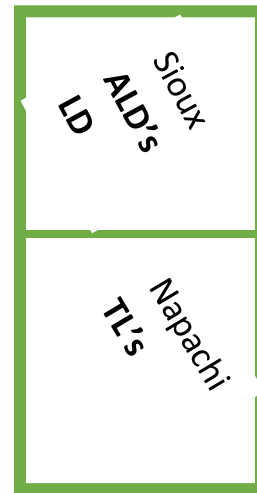
#2



#2



#1



The LOWER cabin area is designated as the Emmaus-Chrysalis FAMILY cabins.

