

CENTRAL ALABAMA CHRYSALIS HOUSING AND REGISTRATION MANUAL

Chairing this work area requires some work to be completed prior to the day of the flight. It also requires a commitment to arrive by 4 pm the first day of the flight. You will need to confirm at least one other person to help you the first day.

It is not necessary to remain at camp the entire flight; if not staying the chair must make arrangements to have someone collect the offering from candlelight and closing. The chair is responsible for inspecting the buildings at the end of the flight (along with logistics) and make sure we leave the venue in a manner that will bring glory to God.

JOB SUMMARY:

Necessary contacts: Housing and Registration Board Rep; Lay Director; Registrar
Assigns rooms for both caterpillars and conference room team, collects payments and verifies background team overnight counts, makes signage for caterpillar rooms, makes bed tags, prints caterpillar rosters, registers caterpillars the first night of the flight, and conducts a pre and post walk inspection of all of the camp rooms. Also responsible for collecting payment for all lodging, meals, and offerings. Reconciles and sends reconciliation form to the treasurer of CAC.

PRIOR TO THE FLIGHT:

1. Contact the Lay Director for the walk and obtain his/her artwork for signage, a list of the Conference Room Team and their roles, how he/she wants the team housed (especially the LD, ALD's, SD, ASD's and music/media.)
2. Contact the registrar for a list of confirmed caterpillars for the walk.
3. Keep in close contact with the Housing Board Rep and the Registrar for any changes in the status of confirmed caterpillars.
4. Pray for guidance and then assign caterpillars to beds. Try and separate caterpillars from the same town and those from the same church if possible. Assistant Table Leaders are housed with the caterpillars per Upper Room rules; please place their beds closest to the door if possible.
5. After the caterpillars and conference room team have been assigned to rooms and beds, you will make a bed tag for each participant. You may have to do this more than once if there are changes. Contact the LD to see if there is a specific logo they would like used.
6. Print signs for each door/cabin for posting. Wait until the day before the flight in case there are changes.
7. Caterpillar and Team Balance Due: Filled with information from the confirmed caterpillar list from the registrar. The registrar's list will tell you the deposit paid and balance due. The cost of the flight is \$125. (Note there may be a few caterpillars who are grandfathered at \$85, the registrar will communicate this to you). You and your helper will both need a copy of this when checking in caterpillars. There should also be a copy of this sheet for all CR team members with remaining balances due. Please start a list of all background team members who plan on staying on-site overnight and their balances.

DUTIES BY DAY

Team Meetings:

- You and/or your co-chair **MUST** attend the all team meetings in order to collect the money from the Conference Room Team and/or the support team. CR team price will be confirmed by the CAC CLD and Treasurer at the first team meeting.
- Print and bring a list of CR team members with balances paid/due to each meeting

Wednesday (or Thursday for Thurs-Sun flight)

- Arrive at camp by at least 4 p.m. There will already be members of the conference room team there, so check with them that they have found their rooms.
- Cabins/Rooms for LD, ALD, SD, ASD, Music, Media- hang signs in assigned areas
- Cabins/Rooms for Caterpillars- place room signs outside each door (use lay director logo)
- Hang bed tags on each bunk (or on wall by each air mattress space if in church model) in each room, correctly hanging upper and lower bed assignments.
- Hang the signs reminding workers about payment for meals (will be supplied by the Registration Board Rep)
- Set up registration tables either in the lobby or outside if it is nice
- You may have some downtime after set up and may leave, but **YOU WILL NEED TO BE AT THE REGISTRATION TABLES READY TO REGISTER BY 5:30 p.m.**
- 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.
- When checking in caterpillars, use a balance due form to record check numbers if paying by check (if a sponsor or other person is paying for the caterpillar it is helpful to note that name as well, this will help with reconciliation) or to record CASH if paying in cash.
- After registration, you will need to make sure all of the caterpillars have paid and the balance due form is balanced. If a caterpillar has not paid let the Registrar know.

Thursday and Friday (Or Friday and Saturday for a Thurs-Sun flight)

- Collect money from background team and community members staying on-site overnight
- Collect money for meals from background team and community members who have eaten on-site

Friday Night (or Saturday for a Thurs-Sun Walk)

- You will need to receive the money that is collected at candlelight. Bring a reconciliation form with you and meet workers collecting the offering to count the money.
- If you cannot be at camp, please make arrangements with the Registration Board Rep to cover this area.

Saturday (or Sunday for a Thurs-Sun Walk)

- After lunch on Saturday: Remove the basket and payment envelopes from the kitchen area, along with meal payment signs.
- After Closing you and Logistics will need to inspect all of the dorms/cabins/rooms to see if anything has been left behind, the trash has been emptied, and that all A/C units or heaters are turned off (if applicable). If items are left, please make note of the bed/room number and contact the Registration Board Rep.

After the Flight

- Complete the Housing and Registration Deposit Reconciliation Form
- Hand completed reconciliation form and payments to the CAC Treasurer or CLD
- Hand the conference room team payment log, the caterpillar balance sheet, background team balance sheet, and offering reconciliations and the reconciliation form to the Housing Board Rep for record keeping.

THANK YOU FOR BEING THE HANDS AND FEET OF JESUS CHRIST!