

# HOUSING AND REGISTRATION MANUAL

August 2018

Chairing this work area requires some work to be completed prior to the day of 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.

It is not necessary to remain at camp the entire walk, but if not staying the chair must make arrangements to have someone collect the offering from candlelight and closing, remove the money from the kitchen at supper each night, and at lunchtime on Saturday. The chair is responsible for inspecting the buildings at the end of the walk (along with logistics) and make sure we leave the campground in a manner that will bring Glory to God.

## Job Summary:

- Assigns rooms for both Pilgrims and conference room team, makes reservations for the Alamisco Inn and Campsites, makes signage for pilgrim rooms, prints pilgrim rosters, makes and hangs all other signs listed in housing book, registers pilgrims first night of the walk 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 makes deposits the week after the walk, sends 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 board rep should contact you to get you 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
  - How he/she wants the team housed especially the LD, ALD's, SD, ASD's and music/media. This group stays in the first set of cabins on the right past the fire truck, check with the LD for details.
3. Contact the appropriate registrar (Men's or Women's) for a list of confirmed pilgrims for the walk. This list includes all the pilgrim's information from their application including upper or lower bunk needs.
4. Keep in close contact with the Housing Board Rep and the Registrar for any changes in the status of confirmed pilgrims.
5. Pray for guidance and then assign Pilgrims, TL's and ATL's to beds. Make sure that request for lower bunks are honored; try and separate pilgrims from the same town and those from the same church if possible (Sometimes this is not possible).

Consider age and any health limitations when assigning rooms and bunks.

NOTE: Table Leaders are housed in rooms 19 and 20 downstairs in the conference room.

Assistant Table Leaders are housed with the Pilgrims per Upper Room rules.

6. Assign Cabins for the remaining Conference room team per the LD's instructions. You do not have to assign bunks for the remaining conference room team, just cabins. Assigning these cabins simply means that you know where to place the signs on the first day of the walk. Refer to photo examples in the back of the housing manual book, located in each housing box.
7. After the pilgrims and conference room team has an assigned bed or cabin, 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 wait until then in case there are changes. All forms are in the Housing and Registration Area Workbook on the CAEC website.

Print the following forms:

- 2 Pilgrim Assignment posters, including the Table Leaders and 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 with for Cabins (with LD art work 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)
- At least 4 completed copies of Dorm Layout Forms. You will need at least one for yourself, Bed tags will need at least one and it is helpful to have extras. (template 5)
- 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. (Note there may be a few pilgrims who are grandfathered at \$110, the registrar will communicate this to you). 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.

## Duties by Day

### First Team Training

1. You and/or your co-chair MUST attend the first team meeting in order to collect the money from the Conference Room Team and/or the support team. Everyone on the Conference Rooms team pays \$150. The first team meeting is the only meeting the support team is allowed to attend, including the H&R people.
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:

Suite #1 & #3 are \$300 Handicap Suite is \$200

Alamisco Inn Downstairs \$135 for 3 nights,

Camp Sites \$30 per night

Cabins \$250 per night

Meals are included for up to two people for Alamisco or campsite. If more than two people are staying in a room or a Camper, the additional guests must pay for meals. Individual cabin bunk rentals include meals.

Accommodations information

- a. Alamisco Inn Suites Include a Queen size bed, bunks, kitchen and a Shower. Rooms 7-12 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. Servants requesting Friday only or Thurs-Fri should be put on a waiting list and rooms opened 10 days prior to a walk if still available.
- b. Cabins: No reservations are necessary, just claim an unoccupied bunk. The bathrooms are in a separate building between the cabins.

NOTE: Please let workers reserving rooms at the Alamisco Inn Suites and Rooms that have been remodeled include bedding and towels. Any other Rooms and Cabins are stripped bare and they must bring all bedding/towels/toiletries.

- c. Campsites: Campsites have water and electricity hook up but no sewer. There is a total of 4 campsites.
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)

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

**Wednesday (or Thursday for Thurs-Sun Walk)**

- Arrive at camp by at least 3 p.m. There will already be members of the conference room team there so check in there first so they can find their dorms.
- Alamisco Inn - Hang Alamisco Inn Sign. (stock sign or custom with logo) 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 double bed of each room not pre-paid. (Envelopes found in housing box)
- Cabins for LD, ASD, SD, ASD, Music, Media- 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

1. Post Pilgrim Assignment poster with pilgrim's names, dorm and room number. (template 1)  
INSIDE, on the front wall inside the lobby (right side when facing it) OUTSIDE, on the glass by the front door (right side when facing it) Please tape this sign on from the inside in case of rain.
2. Place Dorm Signs: (from sign folder or custom with logo) (template 2)
  1. Dorm A goes on wall to the left of the lobby
  2. Dorm B goes on wall to the right of the lobby
  3. Dorm C goes downstairs to the left of the dining room
  4. Dorm D goes downstairs to the right of the dining room
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 dorm layout (template 5) so they can hang name tags on each bunk in each room, correctly hanging upper and lower bed assignments. It does not matter which side of the room they start on if upper and lower are correct.
5. Put payment basket downstairs on silver cart 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 either in the lobby. There is a sign in the housing box to identify the registration table.
7. You may have some downtime after set up and may leave camp, but 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 (Or Friday and Saturday for a Thurs-Sun walk)**

If you are at camp on these day's 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 (or Saturday for a Thurs-Sun Walk)**

You will need to receive the money that is collected at candlelight. Bring an offering reconciliation form with you and meet workers collecting the offering in the office to count the money (template 11). If you cannot be at camp, please decide for someone to be responsible for this.

## **Saturday (or Sunday for a Thurs-Sun Walk)**

1. After lunch on Saturday: Remove the basket and payment envelopes from the kitchen area. Remove the meal payment signs from the kitchen area and return to permanent sign folder. Remove all signs from Alamisco and Cabins, return to folder if permanent signs 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:**

H&R Chairperson must get money after it has been counted from closing collection. 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. This is template #11.

4. After 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 Conference Room; Pilgrims; Cabins; Alamisco; Meals; 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 and the deposit slips to:  
CAEC Treasurer  
Rita Carswell  
538 Winding Road  
Dadeville, AL 36853
6. Send the conference room team payment log, the pilgrim balance sheet, the women's cabin, men's cabin, camper, Alamisco logs, offering reconciliations and the candlelight reconciliation form to the Treasurer.

Thank you for being the hands and feet of Jesus Christ!