

# Port Townsend Sangha

## Weekend Retreats Volunteer Tasks

### Registrar

Main points for the job of Retreat Registrar include:

Prepare before retreat:

- The principle job of the Retreat Registrar is to set up a system for recording pre-registrations prior to the retreat. Your name, phone and/or email will be provided on any advertising, directing people to contact you if they would like to register for the retreat, or if they have any questions. It's important that your list is accurate, up-to-date and reported to the Retreat Manager on a regular basis in the lead-up to the retreat. It is also important that the list includes information about whether or not the registrant has pre-paid for the retreat. Most people will pay on the day.
- Four to six weeks before the retreat, send out an email to both the PT Sangha Google Groups: Main List and Retreats Only List. Templates for this letter on the website (under Sangha Management).
- Ask Sangha members for a volunteer to help you at the registration desk on the first morning of the retreat.
- On the morning of the retreat, arrive early to set up your station at a table near the front entrance. You should have two copies of your list (give one to your helper), pens, a list or clipboard for people to sign up for the PT Sangha contact list, envelopes to collect money (one for registration fees, one for teacher dana), and a secure place to store moneys collected.

During the retreat:

- Welcome retreat participants with a warm smile and ask if they have pre-registered.
  - If they are pre-registered, ask their name and determine whether or not they have pre-paid. If not, collect the retreat registration fee and check their name off on your list.
  - If they are not registered, take down their name on your list and collect registration fee.
  - Direct registrants to the PT Sangha sign-up list and the teacher dana basket. Invite them to find a seat where they are comfortable and to help themselves to the tea service.
- Most registrations will take place on the morning of the first day of the retreat. This is the time you will need to be stationed at the registration table. Once registration is complete, ensure all money collected is placed in an envelope and given to the Retreat Manager.
- Keep an eye out for any late-comers, on either day of the retreat, and ensure they are attended to.
- In tandem with the Retreat Manager, keep an eye on the dana basket and collect the offerings regularly, place them in an envelope and store it in a secure place. The Retreat Manager will deliver the dana to the teacher at the end of the retreat.

After the retreat:

- Compile a report for the Guiding Committee that includes number of retreat registrations, amount of registration fees collected and any expenses incurred (check with Retreat Manager).