



REGION IV BLACKS IN GOVERNMENT
ALABAMA FLORIDA GEORGIA KENTUCKY MISSISSIPPI
NORTH CAROLINA SOUTH CAROLINA TENNESSEE



**REGIONAL COUNCIL MEETING
REGIONAL TRAINING CONFERENCE
(RTC) REGISTRATION COMMITTEE
REPORT,**

May 13, 2023

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I. RESPONSIBILITIES

Registration

~~Prepare and present a budget as stated under Proposed Accounting Procedures for Conference-Subcommittees, General Procedures.~~

~~Maintain an accurate listing of all registrants. The listing may include, but not be limited to registrant's name, chapter, date of payment, and method of payment (i.e., Government check, DD-Form 1556, personal check, money order, etc.).~~

~~Use a duplicate cash receipt book to record monies received. Write receipts for all registration regardless of source or method of payment.~~

~~Provide to the On-site Conference Planning Finance Subcommittee member a completed daily activity report.~~

REGISTRATION COMMITTEE

ACTIVITIES

DATES

- | | |
|--|---|
| 1. Mail registration packages. | |
| 2. Design registration method. | |
| 3. Provide information on number registered. | |
| 4. Set Early registration cut off (30 days prior to conference date) (Postmarked by) | |
| 5. Set cut-off date for mailing other registration (14 days prior to conference start date). (Postmarked by) | |
| 6. Arrange for on-site registration. | — |
| 7. Conduct on-site registration. | |
| 8. Include training certificate in registration packets. | |
| 9. Provide report to Conference Chair. | |

II. ACTION ITEMS

None currently.

III. ACTIVITIES

- a. Shared the link to the RTC Registration on May 11, 2023. [Events | BIG REGION IV \(regionivbig.com\)](#)

IV. CONCERNS / FYI

None currently.

V. INVITATIONS & EVENTS

- a. Attended Region IV RTC Planning Meeting on March 23, 2023
- b. Attended Region IV Roundtable Discussion on May 11, 2023