



## SONFLOWER REGION FORMATION COURSE PROCEDURES FOR REGISTRAR

*\*\*\* Check with the formation leader to confirm that the Board of the Sonflower Region has been informed of your request to host a course.*

1. The registrar will contact the Sonflower Region bookkeeper to coordinate exchange of monies. Get the course number from the formation leaders and/or the bookkeeper, and use this number in all references to the course.
2. The registrar will give contact information to the hostess and leaders to be included on course brochure.
3. The registrar will maintain a registration list as enrollment forms are received. This should include each participant's name, address, e-mail address, home phone, cell phone, parish, and atrium. Registration is not complete until the required deposit is received.
4. The full course deposit must be received **before** the start of the first class. If the deposit has not been received, the registrar will remind the participant of the need to pay the deposit.
5. If a scholarship is pending, the deposit must still be paid prior to the first course. The \$100 deposit check can be held (not cashed) until scholarships are awarded.
6. The registrar will apprise the formation leaders of enrollment numbers as registrations are received and the registration deadline approaches.
7. The registrar will collect tuition checks, give out receipts, and remind participants of their outstanding balance, on a monthly basis if necessary. **Unless other arrangements have been made through the treasurer, participants must have the tuition paid in full on the first day of the course.**
8. The registrar will remit checks collected to the regional bookkeeper: Joyce Strain, 9135 Riggs Lane, Overland Park, KS 66212; kcstrain@gmail.com; 913-599-4731.
9. After the course's first-day session, the registrar will give a copy of the list to the course hostess, course leaders, regional treasurer, regional bookkeeper, and regional corresponding secretary.
10. When all tuition has been collected and sent to the bookkeeper, the registrar will give the receipt copies and a report to the treasurer or bookkeeper.
11. The registrar will receive a \$50.00 stipend per each formation class part.