

**REGISTRATION CHAIR  
NATIONAL CONVENTION COMMITTEE  
DUTIES AND RESPONSIBILITIES**



This information sheet is to be used as a guide to the duties and responsibilities of the National Convention Registration Committee Chair. It is not intended to be all-inclusive. At the conclusion of the National Convention, if you feel there are items that should have been listed, please notify the National Convention Director so these may be added to future information sheets.

- On-site registration requires you to assign two (2) 'dedicated' individuals who will be responsible for money taken at the time of registration. Saturday - Wednesday (8/9 – 8/13) *All breaks will need to be covered by another volunteer or the Chairman.*
- Not sure yet if 2 volunteers will be needed for Friday, 8/8/25 to assist at the remote registration located at the Convention Center. – 10:00 a.m. - 5:30 p.m.  
**Note: Packets will not be distributed at remote registration.**
- Work Registration Booth Daily:
  - a) **4** volunteers: Saturday, Sunday to assist with the kiosks or directing the members trying to register, making sure they get into the correct line.  
**2** volunteers on Monday to assist with kiosks or directing the members trying to register, making sure they get into the correct line.  
**2** volunteers to pass out packets, Saturday, Sunday and Monday from the packet pick up area
  - b) Maintain sign-in sheets for volunteers
  - c) Coordinate cash/receipts daily with Quartermaster General's on-site office.
  - d) Work with national credentials chairman on-site – Betty Gripp
- You will be provided with a sign-in sheet for your volunteers. Volunteers will receive twenty dollars (\$20.00) for a full day's work, ten dollars (\$10.00) for a half-day's work, five dollars (\$5.00) for a quarter of a day's work.
- Chairman reports directly to David Prohaska on-site registration supervisor.
- Assist the National Convention Chairman and National convention director if/when required.