**REGISTRATION DUTIES FOR**

**VICE PRESIDENT AT STATE EVENTS**

1. Two weeks prior to the event, contact the event registration chairwoman and ask her to send you and the Treasurer a separate list of, delegates and non-delegates listed by city and chapter name in alphabetical order. The total should be at the bottom of each page.
2. When you receive the list, color code the degrees and have that information ready before the event to report to the membership at the business meeting.
3. At registration when the delegates come to you, ask the name of the city they are from, the chapter name, and their name. **IF THERE WILL BE VOTING AT THE BUSINESS MEETING, (USUALLY ONLY AT CONVENTION) YOU WILL HAND THE DELEGATE A “DELEGATE RIBBON” TO BE WORN FOR VOTING PURPOSES.**
4. Put a check mark (in pencil) next to their name on the delegate total sheet.
5. Mark the delegate information sheet with any deletions so you can revise the subtotal on each page she is registered on.
6. If a chapter wants to change their delegate because one could not come, just pull the non-delegate packet for the person that will be taking their place and switch the name tags and packets. The same process would take place if two people wanted to change places, one a delegate and the other a non-delegate. Have them wait until the rush is over or have someone from the hostess city change it for you. (Put new names on delegate badge and give her the delegate packet. Keep non-delegate packet until after the meeting)
7. Under no circumstances give out a delegate packet for someone that is not going to be there and no one else from the chapter will be taking their place. The chapter can pick up that packet after the business meeting is over.
8. When registration is over, make any corrections to the delegate count by checking for any changes you have made and re-totaling each page at the bottom and then adding the subtotals and checking that total with the grand total on the last page, making sure the totals agree with the Treasurer.
9. Fill out a copy of the delegate, non-delegate, chapters represented and guest sheets. Put a copy in the Vice President’s book with the event information.
10. Take any leftover delegate and non-delegate packets to the head table with you and keep until the business meeting is over.
11. When it is time for your report during the business meeting and you go to the podium, ask “Are all delegates registered” **three** (3) times. You will announce how many delegates, how many non-delegates, how many state officers, and how many guests are in attendance. You will also need to note on the state officers how many are delegates and adjust the total accordingly.
12. Take a deep breath when it is all over and get ready for the next event.
13. Don’t be afraid to ask questions at any time. We are all there to help one another and make each of our jobs easier.

**COLOR KEY CODE:**

**Ritual Pink**

**Exemplar Green**

**Preceptor Yellow**

**Laureate Blue**

**Master Orange**

**Torchbearer Purple**

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