

Chapter 3 Annual Registration Process

3.1 Getting Started

- a) Early August, Registrar prepares letter and registration forms for upcoming dance season.
- b) Mid-August, Registrar sends covering letter and registration forms to clubs and associations either electronically or by regular mail.
- c) Registrar receives completed registration form and payment from clubs and association. Square Times subscriptions returned with registrations are forwarded to the Treasurer with payment and advises the editor of Square Time as to the number of subscriptions and subscriber names.

3.2 Processing the registration forms (Registrar)

- a) Registrar enters all tombstone data into a database
- b) Registrar verifies amounts received agree with the data submitted by clubs.
- c) Registrar communicates with clubs and associations re discrepancies, if any.
- d) Registrar provides contact data to The Chair of Club Liaison Committee and other Board members for association use.
- e) Registrar passes all receipts to Treasurer for deposit in bank account.
- f) Registrar forwards the lists of all dancers and Dance Leaders to Federation (Treasurer) for preparation of the membership and insurance certificates .

3.3 Processing the registration forms (Treasurer)

- a) The Treasurer receives the registration and Square Time payments from the Registrar, verifies the amounts submitted by clubs with payments received, records all payment data re dancers, clubs and associations and deposits all monies received in the EOSARDA bank account.

3.4 Registering with Federation and Society

- a) Once the registration packages from all Member Clubs and Associations have been properly completed and recorded, the Treasurer issues a cheque to Federation to cover both Federation and Society fees for the new dance year; ensures that all necessary forms have been completed; and submits the Association's registration package, including the data from all Member Clubs and Associations, to Federation for processing. Payment to Society is made through Federation.

3.5 Certificates

- a) Upon receipt of confirmation of registration, a certificate of insurance and an insurance policy summary are issued by Federation and mailed to registered clubs.
- b) An insurance certificate is also provided to the City of Ottawa on behalf of all Ottawa-based Member Clubs.

3.6 Cost Recovery

- a) The Registrar proved the Treasurer with a summary of expenses incurred during the registration process and copies of all invoices. The Treasurer then invoice Federation for expenses and mailing costs incurred during the registration process.

Chapter 3 - Appendix 1

EOSARDA Club Registration Form - Year 2014/15

PART A: CLUB DIRECTORY INFORMATION

Club Name:

Club City/Town/Village _____ Prov: ON

Club Website (if any) www.

Dance Location(s) (Name & full address, postal code of church, hall, school, etc) is required:

Please circle all that apply:

Club Type: Square Round Line Other: _____

Other Info: Singles Welcome Couples only Teaching Club Caller Run Executive Run
Handicapped Tapes Community Dance Program Seniors

Square Dance Program: Basic ___ MS ___ Plus ___ A1 ___ A2 ___

Round Dance Program: Beginner ___ Ph.II ___ Ph.III ___ Ph. IV ___ Ph.V ___ Ph. VI ___

Line Dance Program: Beginner ___ Intermediate ___ Advanced ___

Dance Day: _____ Dance Time (start) _____ (Stop) _____ Frequency _____

Dancing starts (month) _____ Dancing stops (month) _____

Caller: Name _____

Caller: Mailing address: _____ Caller: Phone

() _____ Email: _____

Cuer: Name _____

Cuer: Mailing address: _____

Cuer: Phone () _____ Email: _____

Club Contact:

Name _____

Mailing address: _____

Phone () _____ Email: _____

PART B: EOSARDA DANCER & 2014/15 DUES INFORMATION

Annual Dues

Associations and Clubs = \$8.00 per year

Callers/ Cuers/ Dance Leaders, their partners, and Dancers = \$6.00 per year.

Dues are paid once per year, in September. Club members, Callers/Cuers/Dance Leaders and their partners and dancers are required to pay dues to one (1) club only.

Club/Association: _____ 1 X \$ 8.00 = Dues each
\$8.00

Square Dance

Callers and Partners: # _____ X \$ 6.00 = \$ _____

Number of New Dancers: # _____ X \$ 6.00 = \$ _____

Number of Returning Dancers # _____ X \$ 6.00 = \$ _____

Round Dance

Cuer and Partner: # _____ X \$ 6.00 = \$ _____

Number of New Dancers: # _____ X \$ 6.00 = \$ _____

Number of Returning Dancers # _____ X \$ 6.00 = \$ _____

Line Dancing

Dance Leader and Partner: # _____ X \$ 6.00 = \$ _____

Number of New Dancers: # _____ X \$ 6.00 = \$ _____

Number of Returning Dancers: # _____ X \$ 6.00 = \$ _____

Total dues payable to "EOSARDA Inc" (Please enclose your cheque) =====

The approximate number of dancers of all levels, including members, guests, non members, and visitors, etc. who dance at your club on an average dance night is: _____

Signature of Club Treasurer Date 2014 613-_____
Telephone number

Please return the completed forms not later than 15 October 2014 to:

EOSARDA Registrar; Barbara Englehart, 32 Midwood Private, Ottawa, ON K2J 5L7
Home 613-692-1448
barbeng@rogers.com

PLEASE ATTACH A LIST OF THE NAMES OF ALL PERSONS BEING REGISTERED BY YOUR CLUB FOR 2014/15. SAMPLE ATTACHED.

