

News

Paperwork Shuffle For Meet Directors

Details

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If you are a meet director and have ever wondered what to do with the paperwork and monies received after holding a TOC orienteering event, then read on:

Item	What To Do With It
Registration Forms and Express Sign-in Forms	Hold on to them until everyone has returned; you might need the safety information on them to resolve a missing person/team search. Then hand or mail them to the Membership Chair.
Monies Collected	Hand it all to the Club Treasurer, or mail all checks received plus a check or money order representing all cash received to the Club Treasurer (do not mail cash).
Registration Log Sheets	Hand or mail them to the Membership Chair.
Membership Application Forms	Hand or mail them to the Membership Chair.
Timer's Log Sheets	Hold on to them until everyone has returned and you have determined the official scores. Mail them to the Club Treasurer.
Punch Cards	Hold on to them until two weeks after results are published.