

PROCEDURES FOR REPORTING ALAO CONFERENCE REGISTRATIONS TO OCA

1. Request an ALAO Conference Registration Spreadsheet disc from OCA when you order labels to be printed for mailing out your meeting announcements/registration forms.
2. OCA will send you an MS Excel disc (version) which will include the information as shown on the attached yellow and green sheets for every person who is a current member of ALAO (no expireds). A hard copy will also be provided.
3. The person handling the registrations can use either method of reporting, disc or hard copy, but the total amount turned in for registrations, dues, refunds, etc. must be accurately recorded on the report.
4. **On the bottom of each registration form** please record the check number, payment amount, and date received.
5. **Please record each registration/dues on the spreadsheet.** Separate the payments received by category, i.e., if you have a check for \$62 and \$50 is for the conference and \$12 is for dues you will need to show that distribution on your report.
6. If an institution submits a check for several individuals, please **record the payments for each person separately.** The institution's check number should appear in the "Check Num." column for every registration covered by that payment. Also, Please record the institution's name under "Check Origin".
7. In some cases institutions may pay the registration and individuals pay for dues. In that case, please record the personal check information in the "Notes" column.
8. If the payment is entirely by personal check you just need to record the check in the "Check Num." column (you can leave the "Check Origin" space blank).
9. Please provide totals for the "Registration", "Special Registration", "Dues", "Amount Paid" and "Refund Due" columns. The grand total should correspond to the total amount of the checks/cash that you forward to OCA.
10. Your spreadsheet and checks should be submitted to OCA after your meeting has been held. In some cases you may wish to submit checks in batched during the registration period and this is fine as long as an interim spreadsheet is provided.
11. Contact Joyce Wright Harris for assistance at 614/292-8041 if you have any questions.