

DATE: July 14, 2017
FROM: Mary Jo Ginty, Regional for Lead After School Technical Assistance Unit
TO: Interested Party
SUBJECT: **ASPIRE REGISTRAR**

Thank you for your interest in becoming a **Registrar**! A Registrar's role is to register multiple people from the same organization. In order to become a Registrar, you must agree to the guidelines below and complete the attached application. Application should be returned to: gastelum_alma@laoe.edu.

Policies & Procedures:

- Must complete the application process and be approved
- A Registrar can register up to 50 people
- An organization is permitted to have a maximum of two registrars
- There is a \$25 fee for each registered participant who does not show up to an event; The \$25 charge is in addition to any fees that are associated with the event fees.

Roles & Responsibilities of the Registrar: The Registrar is responsible:

- For notifying the potential participants of details of the event (*venue, time, date, etc.*) for which they have been registered and of any changes (*ex: cancellations, venue changes, time change, room change, etc.*)
- For canceling potential participants at least one (1) business day prior to the scheduled event on the ASPIRE website
- For deleting an ASPIRE member who is no longer working for the organization
- For checking to see if the potential participant meets the criteria of the target audience

Registrar Application for ASPIRE Website

This form is for persons who are interested in becoming a registrar, thus enabling them to register multiple people from the same organization for ASPIRE events. Please fill out the following form, and email to Alma Gastelum at gastelum_alma@lacoed.edu or fax to 562-922-6687.

Registrar's Name: _____

Title: _____

Organization: _____

Address: _____

Email: _____

Phone: _____

Cell Phone: _____

Fax: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Phone Number: _____

Program Director's Name: _____

Program Director's Phone Number: _____

Registrar's Signature: _____

Supervisor's Signature: _____

Program Director's Signature: _____

Approved by LACOE Expanded Learning Technical Assistance Unit

Name

Date