

Registration Manager

Due to Challenge Day Coordinator _____
(2 weeks prior to Day)

Thank you for volunteering to play an essential role in planning for Challenge Day to come to your school. Registration planning involves:

1. Establishing who will be responsible for checking participants in
2. Getting nametags from the person responsible for supplies and having those ready for registration.
3. Securing a location for registering and holding students before the program starts (ideally right outside the Challenge Day room, in a hallway, foyer or adjacent room).

Supplies you may need for a successful and fluid registration, depending on your registration process:

1. Pens/markers
2. Nametags (see person responsible for supplies)
3. Small trash can(s)
4. List of Student Participants (work with the Student Participant Manager): You can use the Student Registration form (p. 35) to list and register student participants.
5. List of Adult Participants (work with the Adult Participant Manager): You can use the Adult Participant Registration form (p. 36) to list and register adult participants.

Sample Registration Plan:

1. Have 4 volunteers assist with the registration (**Adults or students who are not participating in Challenge Day that day**)
2. Make copies of the Student Registration Form and label the top of each sheet alphabetically (for example: A-D, E-K, L-P, Q-Z).
3. List students for whom the school has received permission slips, along with their grade levels on the appropriate sheets.
4. At registration, place signs behind each of the volunteers to help the students know which line to use (the sign could read: "Students with Last Names Beginning A through D).
5. Students sign the sheet in the space next to their names, fill out and put on their name tags, and be ready to enter the room where the Challenge Day will take place.
6. Adult Participants can sign in and receive their name tags as soon as they arrive, before their morning meeting begins.



Student Registration Form

#	Name	Grade Level	Student Signature
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*** Make additional copies as necessary ***



Adult Participant Registration Form

#	Name	Relationship to School
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