

**Laguna Nation – Indian Princess
Nation Events Registration & Payments Procedure, 2004-2005 Season**

The following procedure will apply to the Registration & Payments for all Laguna Nation Events. Please ensure that all your Tribe members are aware of this process, and request that they follow and use it. This will minimize the chances for disappointments.

Payments & Registrations Flow:

Tribe Member Tribe Chief Tally Keeper YMCA Wampum Bearer Nation Event Roster
Nation Chiefs, et.al.

Individual Responsibilities:

Tribe Member:

- ◆ Make a firm commitment well before Event registration deadline to attend the Events you are interested in.
- ◆ Provide your Tribe Chief with your Event payment in advance of the Payment deadline.
- ◆ Cut only one check per Event or Family Membership. Don't combine payments. Make check payable to "SouthCoast YMCA". On memo line: "Laguna Nation" + [event name].

Tribe Chief:

- ◆ Build enthusiasm for upcoming Events.
- ◆ Collect Tribe level payments – keep a record of who paid in your Tribe.
- ◆ Deliver collected payments or credit card (CC) authorizations to Tally Keeper or designate.

Tally Keeper:

- ◆ Make record of every check or CC payment/authorization.
- ◆ Periodically deliver collected payments to YMCA designate. (perhaps weekly.)
- ◆ If Tribe Chiefs make arrangement to deliver collected payments to YMCA, Tally Keeper must ensure close contact with the YMCA to ensure the Nation has hard copy of payment.

YMCA:

- ◆ Process all payments immediately upon receipt at the Y. (This to prevent last minute bounced check/declined CC problems).
- ◆ Update internal Y-Nation spreadsheet with payment info and any declined/bounced payment info.
- ◆ Confirm to Wampum Bearer who has really paid. (Use agreed upon means and schedule.)
- ◆ Maintain Nation custodial account.

Wampum Bearer:

- ◆ Assemble payment data into Nation "Events" Roster, including declined/bounced payment info. (☼This information will be treated as confidential at all times.)
- ◆ Update this Roster weekly. Maintain Roster.
- ◆ Expedite updated Roster to Nation Chiefs.

Nation Chiefs:

- ◆ Follow-up with Tribe Chiefs for Event Registration and Payment deadlines, and declined CC/bounced payments.

- ◆ Encourage timely resolution of Event Registration & Payment, any declined CC/bounced check issues.
- ◆ Update Tally Keeper with declined CC/bounced payment info.
- ◆ Follow-up with Events Venue and Host Tribe for venue contract obligations and possible late additions of participants.

IMPORTANT NOTE: It is probable that some of our Tribe Members may bring payments directly to the YMCA. In this case they must comply with the following to avoid a lost or misdirected payment, with resulting loss of event participation.

- 1) Checks are cut for individual Events only, or for Y Membership. No collective payments.
- 2) Check/s must be inside a sealed envelope.
- 3) Envelope must show on its face: Individuals Name, Tribe Name, Nation Name, Event Name, with notation: "Attn: Tim Motts".
- 4) Payments must be delivered prior to the applicable deadline to be counted.
- 5) Follow-up with Tribe Chief to verify Event payment/registration. Within 2 weeks.