

nlpmarin

7 Mt. Lassen Drive, C126, San Rafael, CA 94903 • (415) 499-0639

REGISTRAR WORKER CONTRACT

Course Name and Number:

Purpose of Registrar Worker:

To facilitate student payments and to create a smooth, professionally run training experience for all.

Participation Requirements:

Training Training for your responsibilities will take place the morning of the first day of the training and continue throughout the first weekend.

Attendance: You must attend all days of all weekends, unless agreement is made in advance.

Arrival: Arrive at the training location $1\frac{3}{4}$ hours before class starts on the first day of the training weekend.
Thereafter, arrive at the training location $1\frac{1}{4}$ hour before class starts on the first day of the training weekend for setup, and by $\frac{1}{2}$ hour before on subsequent days.

Depart: Generally within $\frac{1}{2}$ –1 hour after the training ends. This will vary as you will need to close up the training after all participants leave. We will debrief, if necessary, at the end of the day on Sunday of the first weekend.

If you have an emergency and are unable to be present, please notify your NLPM contact as early as possible so arrangements can be made to ensure we have enough workers each day of the training.

Training Dates & Location:

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Responsibilities:

We depend upon you and need you to be on time and fully present and focused for all responsibilities to which you have agreed. Your tuition has been reduced in exchange for your contribution to the smooth operation of the training and we expect that you be on time, focused, and attentive to carrying out your responsibilities with a high standard of excellence.

The orderliness and conscientiousness of the Registrars make a positive contribution to the experience of the training participants. Registrars are asked to respect and protect the equipment and supplies with which they work. Handling equipment and supplies with care prevents damage and waste, and makes set up for the next training day easier.

We expect you to follow through on all assigned responsibilities. Be sure to ask for help when needed and to be of assistance to staff and students in carrying out responsibilities.

Be familiar with the contents of the Registrar Handbook and follow the procedures within it.

Duties:

Details for all these duties are detailed in the Registrar Handbook:

- Set up the training room as required before start of training.
- Set up the registration table as required before start of training, and each training day morning.
- Distribute instructional materials to all students.
- Collect student signatures for forms and update paperwork as needed.
- Receive payment from every attending student who has a balance due at the training.
- Receive payment for sales for training recordings and for other trainings.
- Pack up the table at the end of the day, and break down the training at the end of the weekend.
- Follow the procedures outlined in the Registrar Handbook.
- Inform office of anything needing attention.
- Complete all hiring paperwork, such as contracts, agreements, tax forms, etc.

I agree to accept and faithfully perform these responsibilities in exchange for 33% tuition discount plus the audio recordings of my class at no charge. I understand that I may be expected to pay income tax on the value of my discount and all work-trade credits at NLP Marin.

Print name

Signature

Date