DUTIES OF COMPUTER/FINANCIAL ASSISTANT

Most weekends the computer person and the Financial Assistant are one and the same. If the Rector chooses to have two separate people they should still work as a team.

REPORTS TO: Palanca Rector

COMPUTER/FINANCIAL ASSISTANT (FA) SHOULD BE ON THE PALANCA TEAM.

Though small differences exist between the men's, women's and coed weekends, and between the Luther Hill and Hill Country sites, certain duties remain constant through the weekend. Duties have been "passed down by word of mouth" as no comprehensive written manual has existed that incorporated general principles. This document is to serve as a reference for future Comp/FA's.

A KEY THOUGHT TO REMEMBER: Don't become flustered when things do not go as planned. Remember that the candidates do not realize the progress of things anyway, so just stop a moment, assess the situation, take what appears to be the most logical course of action given the circumstances, then move to other chores.

ALL TEAM MEMBERS ARE PALANCA and will help set up the camp upon arrival Thursday and then will help dismantle it on Sunday evening before departure from the camp.

DUTIES OF THE FINANCIAL ASSISTANT:

1. Your responsibility is to collect fees owed from team members at trainings AND weekends in coordination with the registrar, financial administrator, and the rector. The Lay Director collects the fees for the new C's as the Candidate applications are received, while the Computer/FA collects for the team. However, on the weekend, the Comp/FA should take all monies given and then redirect to the appropriate person. The JOG can (kept in the trailer) needs to be taken to each training session, each weekend and Clausura. All monies are to be given to the Secretariat Treasurer for depositing.

2. The Comp/FA should sit at the weekend registration table to assist as new cursillistas arrive. Be sensitive to C's that may have gotten a scholarship or had a 4th Dayer pay their fees. Check with Lay Director, Rector, or their sponsor ahead of time to see if they need to pay or if the new pilgrim seems uncertain if their fee is paid. DO NOT make a big deal of it in front of them.

3. From the first team training meeting on, the Comp/FA will begin collecting weekend "fees" from team members. Scholarships will be determined by Rector who has spoken to the Lay Director for permission. This information is kept confidential. Team Fees need to be collected at each training session, and final amounts must be paid in full by the 3rd or final team training. Total weekend fees may be paid in partial increments, more convenient to the individual, as long as the total is collected by the 3rd team building.
- SUGGESTION: Have a team roster available for the 1st team training to be used until the end of the weekend. Check off each person's attendance at the trainings. Check off each person for each day of the weekend.

4. Send all money to Secretarial Treasurer after each training meeting. Always make copies of checks before mailing them. Be sure to identify yourself as the Computer/FA appointed. Also include your contact information for future correspondence. When sending money in the mail to the Secretariat Treasurer, please use First Class mail, and do not send cash. Whenever possible, keep the cash and send a check or money order payable to “Texas Lutheran Via de Cristo”,

5. Computer/FA should receive finance reports of money paid and/or due by New Cursillistas and team members from the Lay Director. A must before the weekend begins is to have the paid and/or due records.

Reporting Team and New C info (To Treasurer of Secretariat):
- Include in the report all Team and New Cs. This list may have to be acquired from the Rector and Lay Director.
- Include a list of the payments received that reflects who the payment is for (Sometimes this is different than the payor), if it is Team or New C, and the Check # or Cash
- Also, indicate who has Scholarship needs and if they are Team or New C. New C Scholarships are approved by the Lay Director. Team may only have 1 scholarship per lifetime.

6. Complete overnight headcount each day, do not estimate, need an accurate count. Luther Hill fees are based on pre-weekend count for food (1 week prior to weekend) and a per person, per night rate of actual attendees. Other camps charge per room unit and facility used, cooking is done by team members, but an accurate headcount is still needed for record keeping purposes. Team members not staying the entire weekend: No fees are prorated. Entire fee is due regardless of number of days worked. Check with Palanca Rector for newcomers. Check on Pastors also. Make a report of attendees by date to the Financial Administrator (Overnight Headcount form attached)

7. Complete collections at the weekend and send to the Secretariat Treasurer.

8. If team training roster is requested by the camp, secure signatures of team members in attendance and collect and forward fees to Financial Administrator. If the camp requires a release you need to have the team and pilgrims sign one.

9. Have expense forms and envelopes available for team members who have expenses. These forms should be completed, even if the amount is to be donated as Palanca, so that we have a better idea of the expense for the weekend. Send these to the Secretariat Treasurer.

10. Forward any Team and/or New C Application forms (these are sometimes mistakenly given to the Computer/FA during the course of the weekend) to the Lay director and instruct them to see that the 4th day coordinator receives a copy.
Supplies needed:
Overnight Headcount Worksheet
Finance and Registration Worksheet
Expense forms and envelopes
Rosters of team and cursillistas with payment status
Bank money bag

Comp/Financial Assistant 6/15

COMPUTER LEADER/FINANCIAL

On team list please list each person’s duty for the weekend

- 4th day packet: (contents) – Roster New Pilgrims
- Table Families
- Rollo Room and Palanca Assignments
- 2 5x7 photos (Palanca and Rollo teams)...the computer leader takes the group photos
- Ultreya Flyers
- Weekend Application with selection guidelines
- Team Applications
- Via de Cristo brochure
- Glossary
- Upcoming dates
- JOG envelope
- 4th day manual for pilgrim
- Team packets only – evaluations
  - Please do not add or delete from this packet
  - Use brown envelopes, no braded folders. Photos on bond paper instead of photo paper or have prints made @ Walmart or HEB
  - There will be a master copy for weekend, make copies as needed
  - 8 extra packets needed for the following
    - Lay Director – Secretariat
    - Assistant Lay Director
    - Spiritual Director
    - Assistant Spiritual Director
    - 4th day coordinator
    - Communications Director – Secretariat

Before the weekend the financial person will receive the applications and checks from team. Any pilgrim applications received must be sent to the Lay director before they count for the weekend. All checks must (timely) be sent to the Secretariat Treasurer (go online to get the name and address). Always make copies of all checks and attach to the applications. Keep records of who has paid (and how much). All fees must be in by last training.
Financial director will keep an excel spread sheet of names, addresses, emails, phone, church, etc during the three months leading up to the weekend. Lay director should send the financial person all pertinent
information about all new pilgrims to go on spread sheet. This will eventually end up in the 4th day packet.
The rector will also be keeping the information from the team and give to financial leader.
The computer/financial person will make sure the rector and cabins and registration team has the full names
of all new pilgrims for bed tags and name tags, etc., before the weekend. You may give this information to
the rector and the rector can hand it out to those who need it.
The Lay director should make sure the rector has all the pilgrims information and should keep in touch with
the computer/financial leader before the weekend. If you have any questions contact your rector for the
weekend.