Instructions for
Class Retreat Chairman

Thank you for agreeing to serve as a Class Retreat Chair! We pray that you will be filled with purposeful and joyful anticipation as you coordinate Retreat activities for your class.

General Responsibilities

- Communication with your leaders, Area Retreat Chair, Teaching Leader and Class Administrator about Retreat details
- Review Retreat Website Instructions (RT 113-Retreat website only, electronic document) and use the website according to those instructions (password on a separate page in the materials)
- Review Instructions for Online Retreat Registration and Payment (RT 122)
- Help leaders with registration and payment instructions
- Enter payment information on the Retreat website (*Retreat Payment Record – Report #2*)
- Make roommate assignments and verify them

Registration and Payment of Fees

Registration

1. Each leader will sign in to the BSF website ([www-bsfinternational.org](http://www-bsfinternational.org)) to register online. Prior to asking your leaders to register for Retreat, you should verify that each leader’s email address is up-to-date in the BSF class database.
   
   a. Ask your Class Administrator to print a copy of the *Leadership Roster (A111)*, which lists all leaders’ email addresses as recorded in the BSF class database registration record.
   
   b. Email addresses must be identical on the leadership roster and their BSF website account.
   
   c. Pass around the Leadership Roster at your Leaders Meeting and ask all leaders to verify their email address, making updates and corrections if needed.
   
   d. Ask the Database Manager to input any new/corrected email addresses as soon as possible. This information must be updated in the BSF database prior to leader registration.

   NOTE: Your TL/STL/CA/CS have an additional record at Headquarters. Ask your CA to print the “Class Staff Info” report from the CA home page of the class-bsfinternational.
   
   Compare the email address listed there with the email on the *A111 Leadership Roster*. If there is a mismatch, ask the leader which email address to use. If an update to the Headquarters database is needed, ask the CA to submit a *G110 Class Information Change Notice* on the CA home page.

2. All leaders must create an account on the BSF website if they have not already done so in order to register online for Retreat.

3. You are encouraged to familiarize yourself with the online registration and payment system so that you can be a support to the leaders if they have questions.
   
   a. Download *Instructions for Online Retreat Registration and Payment (RT 122)* and you or your Class Administrator should email a copy to all leaders

   b. Have a few copies of *Instructions for Online Retreat Registration and Payment (RT 122)* available for leaders in leaders meeting
Payment of Fees

1. For **U.S. Retreats** only, BSF Headquarters requests that all leaders pay their Retreat registration fee online at [www.bsfinternal.org](http://www.bsfinternal.org). They can make their payment after entering their registration information. Leaders will receive a receipt (via email) for each registration fee payment. Instruct leaders to either email you the receipt, or print a copy and give it to you. If they make multiple payments, you should have a separate receipt for each payment in your Retreat records.
   a. In the event that a U.S. leader cannot pay their fees online, they can make a payment (cash or check) directly to the Class Administrator. In-class payments will be accounted for by the Treasurer along with the normal weekly collections. The Treasurer will issue a receipt to the leader, and issue a “copy” of the receipt for you. You must have a copy of the receipt for all payments of fees.

2. For **International Retreats**, the leaders will make payments (cash or check) directly to the Class Administrator. Payments will be accounted for by the Treasurer along with the normal weekly collections. The Treasurer will issue a receipt to the leader, and issue a “copy” of the receipt for you. You must have a copy of the receipt for all payments of fees.

3. You will utilize information from the receipts that you receive from leaders and/or the Treasurer to input payment information onto Retreat Payment Record - Report #2 on the Retreat website. See Retreat Website Instructions (RT 113).
   a. Keep a printed copy of all receipts (online and in-class) that you receive with your Retreat records.
   b. Always verify that the sum of your printed receipts matches the total payments that you have entered on Retreat Payment Record – Report #2 on the website.

Retreat Scholarship Gifts

1. The Teaching Leader (TL) will announce to the leadership circle that we have a Retreat Scholarship Fund to provide assistance to leaders who are struggling financially. Leaders in need of assistance should talk to the TL.

2. As CRC, you are not responsible for determining who receives Scholarship gifts. That is the TL’s responsibility. However, you need to be in communication with your TL to find out if he or she has authorized a leader to register and attend without paying the full registration fee.
   a. The TL will tell you the amount of the registration fee the leader can pay and will instruct you to consider them “paid in full” once they have paid that amount.
   b. When you receive this information from the TL, you should immediately edit the Registration Fee for that particular leader on the Retreat website (Retreat Payment Record – Report #2).
      i. There will be no actual transfer of scholarship funds for you to administer. As you enter payments for that leader on Retreat Payment Record – Report #2, you will be able to see when they have paid the full amount of the agreed upon amount for their registration fee.
      ii. If the Teaching Leader makes you aware of a leader in need of a travel scholarship, submit the leader’s need to the Area Retreat Finance Chair via email. They will take care of the leader’s travel needs.

3. Ask the Teaching Leader to make periodic announcements to the entire class, giving a brief explanation of the upcoming Leaders Retreat.
   a. The announcement should include the following language: “We want class members to have the opportunity to support the Retreat Scholarship Fund, which helps struggling leaders in our own class, as well as leaders around the world, attend Retreats.” There are two ways class members can make scholarship contributions:
i. In US classes online giving to the Retreat scholarship fund is available at www.bsfi.org by clicking on the “Giving” tab, selecting “Ways to Donate” and picking “Retreat Scholarship Gifts.”

ii. In US and International classes a separate contribution basket/plate marked “Leaders Retreat Scholarship Fund” should be made available on the materials table immediately after the first class meeting when the TL has informed the class of the opportunity to contribute to the Retreat Scholarship Fund. It should remain on the materials table until the Retreat is over.

4. Leaders will also have the opportunity to make an electronic contribution to the Retreat Scholarship Fund after their online registration and payment. (US only).

Announcement to Leaders Regarding Registration & Payment of Fees

You should coordinate with your Teaching Leader a time to make an announcement at Leaders Meeting about Retreat registration and payment of fees. Following are items to cover in that announcement:

1. Registration is to be completed individually by each leader on the BSF website:
   a. Leaders will sign in at www.bsfi.org using the email address listed on the Leadership Roster (A111).
   b. They will click on the “Resources” tab, and select the option “Register for Retreat.”
   c. They should verify the information pre-populated, and enter the additional registration information requested.
   d. If they would like to request a specific roommate, they should coordinate with their desired roommate and both should list that they want to room together on their registration.

2. Payment of Registration Fee:
   a. Announce the amount of your leaders’ registration fee. Explain that this covers lodging, group meals and all sessions at the Retreat. (It does not include travel to the Retreat, parking at the Retreat, purchases or charges made at the hotel, tips, etc.)
   b. For U.S. Retreats, announce that BSF Headquarters requests that all payments of registration fees should be made online (unless it presents an unusual hardship to a particular leader).
      i. After the leader completes their online registration information, they will see a “Pay Retreat registration fee” link at the bottom of the screen. They should click on that link when they are ready to make a payment. They can pay their fee in full, or make partial payments by returning to the registration page each time they want to make an additional payment.
      ii. They will receive a receipt (via email) for each payment. Instruct leaders to either email you the receipt, or print a copy and give it to you.
   c. For International Retreats, instruct leaders to make payments of registration fees directly to the Class Administrator.

3. Ask the Teaching Leader (TL) to announce to the leadership circle that we have a Retreat Scholarship Fund to provide assistance to leaders who are struggling financially. Leaders in need of assistance should talk directly to the TL about consideration for assistance.

Assignment of Roommates

After leaders have registered you will assign their roommates. This should be done shortly before Retreat Payment Record – Report #2 is due to allow leaders time to select roommates. Detailed instructions are available in Retreat Website Instructions (RT 113).
Registration Cancellation or Refund Request

1. Before the start of Retreat, if a leader registers but realizes that they will be unable to attend, provide them a copy of the BSF Retreat Cancellation Notice (RT 121) and ask them to complete it and return it to you as soon as possible.

2. After Retreat is over, if a leader was not able to attend the Retreat, they may request a refund no later than one month after the retreat. Do not assume that every leader who is unable to attend their Retreat expects a refund.
   a. If the leader wants a refund, ask them to complete BSF Retreat Cancellation Notice (RT 121) and return it to you. You will enter this information on the Retreat website as soon as possible.
   b. If the leader is not requesting a refund, there is no further action required.

3. Enter the BSF Retreat Cancellation Notice (RT 121) information in the retreat website weekly in order to allow the Area Retreat Committee to track attendees, verify that rooms are reserved, and process refunds (when requested).

4. When you input BSF Retreat Cancellation Notice (RT 121) in the website a report is generated to notify the Area Retreat Registration Chairman and Area Retreat Finance Chairman of the leader’s withdrawal.

BSF Retreat Website Reports

Report Due Dates
Fill in the due dates as indicated on your Retreat website home page:

<table>
<thead>
<tr>
<th>Report</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Attendance Estimate - Report #1</td>
<td></td>
</tr>
<tr>
<td>Retreat Payment Record - Report #2</td>
<td></td>
</tr>
<tr>
<td>Arrival Information - Report #3</td>
<td></td>
</tr>
</tbody>
</table>

Initial Attendance Estimate – Report #1

In Leaders Meeting determine how many leaders will attend Retreat (a show of hands is sufficient.) On your Retreat website home page, enter the estimated number of leaders planning to attend the Retreat, and the total number of current leaders (you can get this number from your Class Administrator).

Retreat Payment Record – Report #2

1. Input all payments made and verify that total matches the total of the receipts you have received from leaders. You should update this report weekly until it is finalized the week of Retreat. Detailed instructions are available in the Retreat Website Instructions (RT 113).

2. Before leaving for Retreat, finalize this report and again verify that your total payments entered matches the total of the receipts you have received from leaders.

3. Print and retain a copy of Retreat Payment Record – Report #2 with the class retreat records after the Retreat is over.

Arrival Information – Report #3

BSF is no longer involved with arranging transportation or handling the transportation finances for Retreats. Please ask the leaders to make their own travel arrangements.
1. Leaders will be asked to enter the time of their arrival when registering online. This information will be consolidated in *Arrival Information* - Report #3.

2. If your class leaders are traveling by bus to Retreat please enter that info in *Arrival Information* - Report #3.

**Changes to Registration or Rooming Arrangements**

**after the registration cutoff date**

1. New leaders can be added after the registration cutoff date for new registrations only if they have been in leadership for a minimum of thirty days at the time of Retreat, and the Area Retreat Committee is able to make changes with the hotels to accommodate them. Please email the Area Retreat Registration Chair to find out if there is capacity for the leader to be added. You can find the Area Retreat Registration Chair’s email address on the Retreat Website.

2. All roommate changes after the registration cutoff date for new registrations or cancellations *must* be emailed to the Area Retreat Registration Chairman.

**After Retreat**

Give copies of *Retreat Payment Record* – Report #2 and receipts to the Class Administrator for keeping in the seven-year class file.