

**ELIOT INSTITUTE**  
**REGISTRATION & ROOM ARRANGEMENTS ADVISORY GROUP (RARA)**

*Scope of Work:* Serves as a resource to the Administrator as he/she implements Eliot's registration process. May provide input as requested on such concerns as: the registration lottery, assigning rooms to optimize income AND camping experience, and in interpreting and working within broad Board guidelines. Guides the development of funds for and implementation of Eliot scholarship assistance. Assures continuity of all processes during Board and/or staff transitions.

*Structure:* Meets primarily as an email team. The Administrator shall serve as chair. Comprised of 3 Board and non-Board members.

**ADD TO TIME LINE**

Between March and May handle requests for scholarships to Summer camps; between September and November handle requests for scholarships to Winter Camp