

ADMINISTRATIVE CONTRACT

HKE Enterprises

Camp Registration Services:

- Handle camper applications
- Track medical and sponsor forms for children and youth
- Assign housing according to Eliot policy
- Prepare camper packets and handle camper check-in
- Prepare and send conference staff contracts
- Prepare and distribute conference materials

Communications services:

- With host facilities
- With deans, board representatives, and key camp staff
- With former and currently registered campers
- With Eliot's web manager
- Via mail, phone, or email
- Maintain a variety of group email lists

Database services

- Maintain current information for all campers
- Produce reports as needed for communications purposes
- Purge database of outdated information

Record keeping support

- Distribute contracts & code of ethics to camp staff
- Distribute contracts to speakers
- Maintain file of signed contracts
- Perform background checks on designated staff & maintain records file

Board meeting support

- Arrange for meeting location
- Arrange for meals & snacks
- Follow up services for Board Action Items

Newsletter support services

- Print and mail spring and fall newsletters
- Print and mail pre-camp newsletters

Handle board election process

- Prepare ballots and election instruction sheet for campers
- Mail ballots to eligible voters not attending camp
- Tabulate votes and report results

Attend each camp

- Provide assistance to the board representative in planning the All Camp Gathering
- Advise camp staff on board policy, if requested
- Attend daily staff meetings
- Maintain a regular office hour to attend to camper needs
- Collect registration materials for future camps
- Collect evaluations at end of camp and deliver them to board designee
- Support bookstore and t-shirt sales volunteers with money collection
- Support fundraising efforts at camp

Bookkeeping services:

- Invoicing campers
- Handling accounts receivable
- Handling accounts payable
- Adhering to the board's budget
- Providing requested records and assistance to Finance Committee
- Handle late payments and returned checks
- Assist board treasurer in preparing annual tax returns.