

THE GROUP ENROLMENT PROCESS

Preparation for Enrolment Day

- Work out how many spaces you have available.

To do that you will need to consider the following:-

How many people can be safely accommodated in the venue for your group activity.

How many members are continuing in the new year.

Note - If the historic group membership/attendance ratio is poor you could consider adding some extra places.

On Enrolment Day

- Enrol members up to your pre-determined limit taking contact details, members' signatures and checking membership cards.
- Other members wishing to enrol should be placed on a waiting list.
- If your group has a paid tutor explain that additional costs arise, how the fee will be calculated and that if they commit the whole fee for the term is paid up front and will not be refundable.