

## **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- Purge database of outdated information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.