

**ELIOT INSTITUTE**  
**REGISTRATION & ROOM ARRANGEMENTS ADVISORY GROUP (RARA)**  
Revised March 2013

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 implementation of Eliot's financial assistance procedures. Assures continuity of all processes during staff transitions.

Structure: Meets primarily as an email team. A board member shall serve as chair. The group is comprised of both board and non-board members.

Timeline for work:

Mid-May: Handle financial assistance requests for July Eliot

Early June: Handle financial assistance requests for August Eliot

Late October: Handle financial assistance requests for Winter Eliot

Other work is on an as needed basis at the request of the Administrator.

Timeline for work: Handle financial assistance requests for July Eliot in mid-May, for August Eliot in early June, and for Winter Eliot in late October. Other work is on an as needed basis at the request of the Administrator.