**Registration Person Duties for Pochatkovuy Tabir**

* Update Application Form
* Coordinate posting of Application Form (Вписовий Листок) on [www.plastusa.org](http://www.plastusa.org). On the post, include a note that bulavni should follow the normal on-line Bulava Application process that regular 3-week tabory use.
* Create a spreadsheet to keep track of tabir applicants and their submitted paperwork
* Upon receiving the Application Form and deposit, send out Parents Letter # 1
* Upon receiving the complete set of registration forms, send out Parents Letter # 2
* Send all tabir payment checks to Spartanky skarbnyk