

Eastbourne Conference – March 2009 CLUB CORDINATOR'S SUMMARY FORM



Club:

Name of Club Co-ordinator:

Contact Details: e-mail address

Address:

Tel. No.

Hotel:

	Title	Initial	Surname	Amount Paid
1.				
2.				
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11.				
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14.				
15.				

Total enclosed

£

Notes:

- This form is to assist you, the Club Co-ordinator, and me, the Registrar to reconcile your club's bookings and payments. Fill in one line of this form for each registration form you receive, giving the title, initial and surname that appears in the **Delegates details** section of that form. Show the total they have paid to you in the 'Amount Paid' column. If necessary, please use an additional sheet.
- Delegates are asked to pass you the **original copy** of their registration form together with their cheque to the value of the total amount listed on their registration form. *Please ensure that you and each delegate retain a copy of their form for reference purposes.*
- This Summary Form, plus Registration forms and one cheque to the value of the total amount should be forwarded to the conference registrar Rtn. Guru Guruswamy, 28 Clifton Road, Chesham Bois, Amersham, Bucks HP6 5PP. [Tel: 01494 728812, e-mail: b.a.guruswamy@btinternet.com]
- Cheques should be made payable to Rotary International District 1260.