

## SUGGESTIONS FOR REGISTRAR

1. Before the Ashram meeting, the Registrar receives registrations by mail and telephone and keeps the Director informed as to how many adults, children, and youth will be attending. Often the Registrar is the person who contacts the staff where the Ashram will be held as to the number of persons who will be attending, the room arrangements needed, etc.
2. At the site of the Ashram, the Registrar registers the participants, issues name tags, hands out programs and other materials, and directs participants to their rooms and meeting places.
3. Immediately after the close of the Ashram, the Registrar makes a complete list of names, addresses, and EMAIL ADDRESSES of participants and sends this roster to the General Secretary in the Central Office. All participants whose names are sent in receive a copy of the national newsletter/magazine *Transforming Lives* through e-mail.
4. During the year, the Registrar works with the Central Office to keep the Ashram mailing list up to date for sending out *Transforming Lives*. Beginning in the summer of 2012, *Transforming Lives* will only be sent through email, so it is incredibly important to have accurate and numerous email addresses. Below is a sample of a form for individuals to use when sending in a change of address. You may want to publish this form in your own newsletters. For the Central Office, it is important for the person to include the name of the Ashram or Ashrams he/she attends since the mailing lists are organized by Ashrams.

Send your corrections and any other information to:

United Christian Ashrams  
904 DeVille Lane  
Ruston, LA 71270  
Telephone: (318) 232-0004  
Fax: (318) 232-0300  
Email: [uca@christianashram.org](mailto:uca@christianashram.org)  
Web Site: [www.christianashram.org](http://www.christianashram.org)



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To: United Christian Ashrams International  
904 DeVille Lane  
Ruston, LA 71270

Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Ashram/s I Attend: \_\_\_\_\_

Old Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

New Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_