



2019 SPLBC Event Registration & Payment procedure:

1. Carefully read the announcement poster in the newsletter and posted in the clubhouse; noting price and any deadlines.
2. **Register** by email as indicated in the announcement; you will receive a return email confirming registration.
3. **Payment**
by personal cheque – place cheque *showing your name* in the designated file folder on the desk in clubhouse office. ***Ensure that the “memo” section states the event name.***
by cash – place cash in an envelope *marked with your name and the event being paid for*, and ***place the envelope & cash in the black “mailbox” on the wall above the printer in the clubhouse office.***

***THANK YOU FROM ALL THE VOLUNTEERS WHO DONATE THEIR TIME
& TALENTS TO SEE THAT OUR CLUB EVENTS RUN SMOOTHLY.***

