



Processing Funds at Events

Per College policy, the Leadership Team will designate three people at an event to handle on-site registrations involving cash/checks/credit cards. Therefore, if one volunteer is assisting a pre-registered guest, there are still two volunteers assisting on-site registrants.

The designated registrars will use the [Registration Form](#) to record registrations and the method of payment.

Registering guests who wish to pay by check should make their checks payable to “Otterbein College.”

The Club or Network Coordinator will remit all funds and forms to the Office of Alumni Relations no later than 10 days after the event. (If at all possible, please do not send cash. It is suggested that the Club Coordinator deposit all cash in their personal account and write a check to "Otterbein College" for that amount.)

Mail all funds and registration forms to:
Otterbein College
Office of Alumni Relations
Westerville, OH 43081