

# Detailed Instructions for completing Dixie 2012 Registration Forms

**Please read and follow the instructions below. Questions related to filling out the form can be directed to [webadviser@sr5.org](mailto:webadviser@sr5.org). All other questions should be directed to [service.lodge@sr5.org](mailto:service.lodge@sr5.org).**

The four registration forms for Dixie 2012 are four different sheets in a single Microsoft Excel workbook file. The workbook has been verified as compatible with Microsoft Excel 2003 and newer versions, and may work in older versions of Microsoft Excel as well.

This workbook automates much of your work, but in doing so heavily relies on the use of Macros. If your macro security is set to HIGH, the workbook will not work correctly! You can change your macro security to Medium (recommended) and select "Allow Macros" when you open the workbook, or you can set Macro Security to low and it will work properly without prompting you. Macro security is set (in Excel 2003 and earlier versions) by going to Tools > Options > Security > Macro Security. In Excel 2007, go to Office Button > Excel Options > Trust Center > Trust Center Settings > Macro Settings.

When you open the workbook, you will find four tabs across the bottom as follows:

1. Staff Memorabilia Order Form
2. Lodge & Staff Order Form
3. Delegation Roster
4. Fee Transmittal Form

In order to maximize the automation and make these forms work for you, they should be completed in the order listed above.

All forms should be printed and mailed in "hard copy" along with the payment, and the completed Excel workbook file should be e-mailed to [service.lodge@sr5.org](mailto:service.lodge@sr5.org).

	A	B	C	D	E	F	G
1	<b>Dixie Fellowship 2012</b>						
2	<b>Staff Memorabilia Order Form</b>						
3							
4							
5							
6							
7		Lodge name:	SELECT LODGE NAME				
8							
9		Council of Chiefs members may order, without limit, Staff T-Shirts, Staff Polo Shirts; Staff Patches, Staff Hats and Staff Neckerchiefs.					
10		Please specify shirt size (all adult sizes): S, M, L, XL, 2X, 3X					
11							
12		Lodge Chief - Name:					
13							
14		Item	Size	Price	Quantity	Sub-Total	
15		Staff T-Shirt	Select Size	\$16.00			
16		Staff T-Shirt (over sizes)	Select Size	\$18.00			
17		Staff Polo Shirt	Select Size	\$23.00			
18		Staff Patch	N/A	\$5.50			
19		Staff Hat	N/A	\$13.00			
20		Staff Neckerchief	N/A	\$16.50			
21		<b>Lodge Chief total:</b>					
22							
23							
24							
25		Lodge Adviser - Name:					
26							
27		Staff T-Shirt	Select Size	\$16.00			
28		Staff T-Shirt (over sizes)	Select Size	\$18.00			
29		Staff Polo Shirt	Select Size	\$23.00			
30		Staff Patch	N/A	\$5.50			
31		Staff Hat	N/A	\$13.00			
32		Staff Neckerchief	N/A	\$16.50			
33		<b>Lodge Adviser total:</b>					
34							
35							
36							
37		Staff Adviser - Name:					
38							
39		Staff T-Shirt	Select Size	\$16.00			

## 1. Staff Memorabilia Order Form

For this form only fill out the light blue cells. Be sure to include the name of the Key 3/COC member who is placing the order and the appropriate sizes for shirt orders.

The names will be verified as being eligible for purchasing staff supplies.

There are two pages to this sheet, the one at left, for the lodge Key 3, and a second and almost identical page below this one on the spreadsheet to list up to 4 additional COC members in your lodge and their supply order.

All values entered are calculated and totaled, and they are carried forward to the "Lodge & Staff Order Form" and to the "Fee Transmittal Form."

This form is due with the January 27 initial transmittal and may not be added to after January 27.



### 3. Lodge & Staff Order Form

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Dixie Fellowship 2012</b>											
2	<b>Lodge and Staff Memorabilia Pre-Order Form</b>											
3												
4	Lodge Name: <input type="text" value="SELECT LODGE NAME"/>											
5												
6	<b>Item</b>	<b>Sizes</b>			<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>					
7	Dixie Delegate Patch					\$5.50						
8	Dixie Chenille					\$22.00						
9	Dixie Hat Pin					\$3.00						
10	Dixie Neckerchief					\$16.50						
11	Dixie Coffee Mug					\$8.00						
12	Dixie Ghost Patch					\$5.50						
13	Dixie Neckerchief Slide					\$5.50						
14	Hiking Staff Medallion					\$5.00						
15	Dixie Belt					\$15.00						
16		<b>Please indicate quantity of each size</b>			<b>Total t-shirts</b>							
17	Dixie T-shirt	Small	Med	Large		\$16.00						
18		XL	2X	3X		\$18.00						
19	Dixie Backpatch					\$16.50						
20	Dixie Hat					\$13.00						
21	<b>Lodge Order Sub Total</b>											
22												
23	<b>Item</b>	<b>Sizes</b>			<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>					
24		<b>Please indicate quantity of each size</b>			<b>Total t-shirts</b>							
25	Staff T-shirt	Small	Med	Large		\$16.00						
26		XL	2X	3X		\$18.00						
27		<b>Please indicate quantity of each size</b>			<b>Total Polo's</b>							
28	Staff Polo Shirt	Small	Med	Large		\$23.00						
29		XL	2X	3X								
30	Staff Neckerchief					\$16.50						
31	Staff Hats					\$13.00						
32	Staff Patch					\$5.50						
33	<b>Staff Order Sub Total</b>											
34												
35	<b>Total Order</b>											
36												
37	All Pre-Orders are due to Itibapishe Iti Hollo Lodge by Friday, January 27, 2012											
38	Make Checks payable to: Central North Carolina Council											
39	Send all payments to: Dixie 2012 Registration											
40	Central North Carolina Council, BSA											
41	PO Box 250											
42	Albemarle, NC 28002											
43												
44	Only Council of Chiefs Members verified and listed on the "Staff Memorabilia Order Form" may order Staff Items.											
45	COC Staff orders will be packed with Lodge Memorabilia. Each COC Member ordering Staff items must be designated on the "Staff Memorabilia Order Form" for the Service Lodge to verify status.											
46												
47												
48												
	1. Staff Memorabilia Order Form    2. Delegation Roster    3. Lodge & Staff Order Form    4. Fee											

For this form only fill out the light blue cells.

All of the fields in the peach colored table are automatically populated from the "1. Staff Memorabilia Order Form."

All of the totals are calculated.

This form is due with the January 27 initial transmittal and may not be added to after January 27.

## 4. Fee Transmittal Form

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Dixie Fellowship 2012</b>										
2	<b>Fee Transmittal Form</b>										
3											
4											
5											
6		<b>Lodge</b>	SELECT LODGE NAME				<b>Council:</b>	SELECT COUNCIL NAME			
7		Lodge Chief					Address:				
8		Lodge Adviser					City, State, Zip:				
9		Staff Adviser									
10											
11		Key Contact					E-mail				
12		Day Phone					Evening Phone				
13			Include Area Code Please					Include Area Code Please			
14											
15		<b>Check one</b>	<input type="checkbox"/>	<b>Memorabilia Pre-Orders &amp; \$10 ea. delegate deposit; Due Jan 27, 2012</b>							
16				(Lodges may elect to send the full delegate fee of \$28 each at this time)							
17			<input type="checkbox"/>	<b>Delegate Fees balance due March 16, 2012</b>							
18											
19			The Dixie Fee of \$28 per person includes all meals, program, one delegate patch, participation pin, and BSA insurance. Fees are transferrable but not refundable. A completed and current Medical Form, parts A & C, is required of all participants upon check-in. Any registrations received after January 27, 2012 will not be guaranteed a ditty bag or a participation pin.								
20											
21											
22											
23			<b>FEES TRANSMITTED</b>								
24											
25		Delegate Deposit		X	\$10.00						
26											
27		Delegate Balance		X	\$18.00						
28											
29		Delegate Full Fee		X	\$28.00						
30											
31		Pre-Ordered Supplies									
32											
33											
34											
35											
36											
37			<b>Special Needs:</b>								
38			Please list below any lodge "special needs" such as Tipi, electricity for display or training session, etc.								
39											
40											
41			Please list below any personal special needs, such as accessibility, dietary, etc. Attach additional sheets with detailed information if necessary.								
42											
43											
44											

For this form fill out all of the light blue cells.

The peach colored table is populated from the prior worksheets.

You **MUST** check one of the orange buttons in order for the calculations to be correct.

Click the top orange button to indicate that this transmittal is the initial transmittal due January 27. This should include at least a \$10 deposit per delegate (calculated from the "Delegate Roster") and payment in full for all staff and lodge memorabilia orders.

The bottom button is for balance due transmittal due March 16.

The bottom boxes are self explanatory and are for indicating any lodge or personal "special needs."