



## Request for Authorization to use PayPal for Pre-Registration of Event

### Instructions

Please complete the information requested on this form, obtain the appropriate approval from your financial committee, and obtain the signature of your seneschal. Forward the completed form and any questions to the PayPal Deputy ([dep.atlantiaexchequer@gmail.com](mailto:dep.atlantiaexchequer@gmail.com)) and copy the Kingdom Exchequer ([exchequer@atlantia.sca.org](mailto:exchequer@atlantia.sca.org))

Please attach a copy of your event flyer from the Acorn with the pricing structure.

### Financial Committee & Seneschal Approval

The financial committee of the local group needs to verify that the local group is supportive of using PayPal and that the revenue will be minus the transaction fee.

Date of approval of financial committee: \_\_\_\_\_

Seneschal's mundane name: \_\_\_\_\_

Seneschal's signature: \_\_\_\_\_

### Event information

Name of Group: \_\_\_\_\_

Name and date of event: \_\_\_\_\_

Event location: \_\_\_\_\_

### Local exchequer Contact Information

Local exchequer –  
mundane name: \_\_\_\_\_

Email & phone #: \_\_\_\_\_

### Reservationist Contact Information

Reservationist –  
mundane name: \_\_\_\_\_

Email & phone #: \_\_\_\_\_

Address to send  
reservation check to: \_\_\_\_\_



### PayPal Here Set up

List of people that need to be set up to swipe credit cards.

All individuals must be a paid member (as of the date of the event) and must be 18 years old or over.

NAME	MEMBERSHIP NUMBER	EXPIRATION DATE	MODEL OF PHONE	PHONE NUMBER (WITH AREA CODE)	EMAIL ADDRESS

### Event fees

Please complete the event fees for PayPal set up.

FEE TYPE (e.g. Feast, Daytrip)	ADULT MEMBER	ADULT NON- MEMBER	YOUTH (Age ___ to ___)	CHILD (Age ___ to ___)	# ASSIGNED TO PAYPAL

Typically half of the feast/ cabin spaces would be assigned to PayPal for reservations. Once those spots are sold then the PayPal Deputy will contact the reservationist for more (if available).