

DATA INFORMATION CHA JOB DESCRIPTION

OVERVIEW

This position is responsible for maintaining and reporting correct team data to the Secretariat and community using the methods and procedures defined by the Secretariat. The Data Cha is also responsible for making sure the weekend photo is taken, copies are made, and the photo key is created. The position will also produce the weekend packet with the candidate and team information for the candidates.

Requirements for this position include proficiency with a computer and products such as Microsoft Word and Excel, and the ability to access TDNG's computer site. The Data Cha will have the TDNG's laptop with internet access and a laser printer to put the weekend packets together.

PRE-TEAM MEETING

Before the first team meeting, the Data Cha needs to receive the team list, graphic, verse and theme from the Rector. The Data Cha will need to discuss what information will be posted at the team website and in what format it will be provided with the Rector, Head Cha and Head Kitchen.

The Data Cha will need to contact the TDNG Webmaster (webmaster@ngtd.org) to determine the best way to update the team site with the team specific information. Once posted, this information will be available on-line for the team. *We do not recommend that you post "prayer request" from your team to the team website, due to the lack of confidentiality offered by any public website.*

TEAM MEETINGS

During the team meetings the Data Cha's main responsibility is to:

- Maintain the team list, assuring the information is current and accurate, and forwarding this information to the Webmaster.
- Manage the TDNG Database "Information Sheet" process:
 - Receive "Information Sheets" mailed from the TDNG Database Manager.
 - The DBM (dbm@ngtd.org) will compile a list of your team's names and mail them to you along with detailed instructions for having the team correct their individual "Information Sheets".

- Distribute individual “Information Sheets” to each team member during the team meetings for corrections.
- Collect and return the “Information Sheets” to the TDNG Database Manager by mailing them immediately following the weekend.
- Create and maintain the team roster to ensure the correct information is collected from each team member. This roster will be used to make up part of the weekend packet.

FRIDAY

TEAM PHOTO

1. Get the Tres Dias digital camera from the Storeroom Cha and prepare to take the team photo. Make sure the batteries are good and the camera is in good working order by taking a “test” picture well in advance of the scheduled photo shoot. Take 3 to 5 photos so that the best one can be selected.
2. You will receive a cash advance from the Assistant Head Cha for the photos. The price for the prints at the Walmart in Dahlonega vary but you should be able to purchase the 4”x6” or 5”x7” photos for the candidates and the 8”x10” photos with the cash advance. Also, purchase 2-3 reams of plain white #20 bond copy paper to use for the weekend packet. You can call or go to Walmart on Thursday or Friday to make sure they are able to print.
3. Go to Walmart in Dahlonega and have the photos developed. Choose which one you prefer, have enough copies made so that every candidate will have one in their weekend packet, plus 5 extra of the 4”x6” or 5”x7” size. Make three (3) 8” x 10” photos, one for the Rector, one for the Rover, and one for the Head Spiritual Director. Leave a copy on the laptop for the Webmaster to retrieve.

OR

Place the photos on the TDNG laptop. Select the best photo from the pictures taken of the team. That photo can be emailed to the Walmart Supercenter in Dahlonega. The method for doing the email is very simple. Go to www.walmart.com and create a no-fee account to use for the processing of the team photos. Go to the Walmart photo page and upload the photo from the TDNG laptop to your newly created or to your existing on-line account. Select the number and sizes of the photos for the team packets. Double check your order to confirm the sizes and number of photos required for the team packets and then send it to the Dahlonega Walmart Supercenter. The Walmart Supercenter is at 270 Walmart Way, Dahlonega, GA 30533. Telephone number: (706) 867-6912. The Walmart Supercenter will contact you by email when the pictures are ready or you can

go to the store to pick up the pictures. The pictures are completed in approximately one hour.

4. Produce a Photo Key using the digital photo. You can use the photo view program on the laptop to add numbers to the image. This can be a tedious process but it is important that you make sure you have a number for each person and no duplicates before saving the file. If possible try not to save the file until you are sure you've got everyone accounted for. Once you save the file the text becomes part of the picture and can't be changed. Use the photo key excel template to document to track the numbers for the candidates and team. You can print the photo in black and white on the laser printer. Make enough copies for the candidate packets, one for the Rector, one for the Rover Cha, and one for the Head Spiritual Director.
5. Friday morning check with all the section heads to determine that everyone is present at the campground. Make any changes to the roster to reflect the actual head count and names with their information. This head count will be used by the TDNG Treasurer to pay the Camp of Colors the required fee for each team member and candidate.
6. Upon verification of the team roster information begin printing the team roster using the TDNG laser printer for the weekend packet. Make copies for the candidates, alter that number as necessary to reflect your actual count on the weekend plus 5 extra.
7. Get a copy of the candidates seating chart from the Head Cha or Assistant Head Cha for the weekend packet table pages.
8. Get the forms that the candidates completed at send off from the Assistant Head Cha to be used to complete the table pages for the weekend packet.
9. Type the pages for each table utilizing the candidates seating chart and the send off forms the candidates completed at send-off.
10. Upon completion of the page for each of the six tables give the page to the applicable Table Cha for them to have each candidate individually confirm and/or correct their address, telephone, church, and email information.
11. Make any corrections to the table pages and start the printing process using the TDNG laser printer. Make copies for the candidates, alter that number to reflect your actual count.

TEAM PACKETS

1. Physical packets are only created for the candidates, the Rector, and the Rover. Everyone else will get copies of the packet via email.
2. The Rector has a visual, theme and bible verse that was given to him during the process of his team building. If the Rector wishes to have the cover page of the weekend packet

in color have the Rector or the Head Cha furnish a minimum of 36 copies in color to be used as the cover for the weekend packet.

3. Put the weekend packets together using volunteers from other areas to help i.e. Prayer Chas, Palanca Chas, Dorm Chas, etc.

SUNDAY

1. Deliver the team packets and the photos to the Head Palanca Cha for the candidate bags.
2. Insure that the Rector and the Rover Cha each get one copy of the 8"x10" picture with a copy of the Photo Key.
3. Turn over all receipts from the support of the Data Cha position to the Assistant Head Cha.
4. **Men's Team Data Cha:** Give the camera and accessories to the Storeroom Cha to have locked in our cabinet. **Leave the printer/copier set up in the Office Dorm.** Return the laptop to the Webmaster at a prearranged time. **Women's Team Data Cha:** Turn the camera and accessories over to the Palanca Couple who are at the Camp on Sunday for Closing. Pack and store the printer/copier in the cage under the pavilion. Return the laptop to the Webmaster at a prearranged time.

MONDAY AFTER THE WEEKEND

1. On Monday after the weekend coordinate with the Webmaster the delivery of the laptop computer and a copy of the weekend packet. It is important to get this material to the Webmaster as soon as possible after the weekend so the laptop computer can be readied for the next weekend and the team packet information can be input into the TDNG data system.
2. Mail the team information sheets to the TDNG Database Manager. Email the weekend packet to the TDNG Database Manager.