

NGTD Cheat Sheet

Head Dorm

Pre meetings - (Things to do before the team meetings start)

- ❑ Make sure and contact the prior Head Dorm cha as soon as possible to discuss tips and tricks while the weekend is still fresh in their mind. In this way, we'll continue to build on best practices for the weekends.

Pre weekend - (Things to do before the weekend starts)

- ❑ It is a good idea to use durable tags when tagging candidate luggage at send off. If durable tags are used, they are more likely to stay on for the entire weekend and then candidate items won't need to be 're-tagged' when taking candidate luggage to the front of the Camp of Colors on Sunday afternoon.
 - ❑ Have these types of tags and markers at send off
 - ❑ Have large trash bags on hand because candidates will often bring 'loose' items (pillows, blankets, etc). You can bag and tag these items so they get to the right dorm once they arrive at the camp.
- ❑ Find out which two dorm chas will be at send off and communicate that to the Head Cha. So those names can go into the script.
- ❑ Just prior to the weekend, select the two dorm chas who will be sleeping in the candidate dorms.
 - ❑ Remind these two chas to observe silence on Thursday evening during the time of reflection.
 - ❑ Remind these two chas to help the Assistant Head Cha to keep track of when the dorms are clear when the candidates are on a break.
- ❑ Typically a table with coffee/cups/creamers/sugar is set up just outside the candidate dorms each morning. Coordinate with the Head Storeroom on who will prepare the coffee. There are small tables you can use in the narrow 'alley' between the rollo room and the storeroom. If you need to run an electrical cord to that table for any reason, please use duct tape to secure the cord down to prevent tripping.

On weekend - (Things to do on the actual weekend)

- ❑ From the rector: If there are team members who still have items in any dorm by Sunday at lunch, please make a list of those team members and deliver the list to the Assistant Head Cha. Sunday will be a busy day cleaning the dorms so that the Camp of Color representative will give you their 'sign off' and we will help by ensure everyone gets their stuff out so that you can clean.
- ❑ Jot down some notes that might help the next team and plan on being contacted about tips and things that might help their team be successful in their serving.

Training Module for North Georgia Tres Dias Dorm Chas

The following training module is designed to provide the fundamental training for one serving as a Dorm Cha on a North Georgia Tres Dias Weekend. This material is to be used by the Head Dorm Cha to train the other Dorm Chas. It is designed to be delivered during the section meeting time at the Team Meetings. The modules are divided into five sections and are intended to be covered in 15-20 minutes per module. It is intended that most teams will have 7-8 team meetings in preparation for the Weekend, and that at five of those meetings they will have time for section meetings. If a team meeting is a double meeting, then the Head Dorm Cha may want to review two modules.

This training module does not replace the Dorm Cha Job Description that every Dorm Cha should receive and become familiar with. Rather these modules are used to explain them and to break down the assignments of the Dorm Cha into brief training sessions to be delivered by the Head Dorm Cha.

Training Module 1

This first module is designed to allow time for all the Dorm Chas to get to know each other a little better and to begin to build a sense of team. It will also allow for a brief introduction into the service responsibilities of a Dorm Cha. It is not a complete review of the service responsibilities as these will be covered in future training sessions.

Introductions

Even though each team member is given the opportunity to introduce themselves at the team meeting, it is recommended that you spend a few minutes getting to know the other Dorm Chas. This is a good time to build camaraderie with those that you will be working so closely with.

How Your Job Fits Into the Weekend/Brief Job Overview

The Head Dorm Cha should review the Dorm Cha position briefly with the other Dorm Chas during the first section meeting training session. The items you should stress:

- ◆ The primary function of the Dorm Cha is to serve the needs of the candidates while they are in the Dorm Rooms. Just as the kitchen chas are responsible for the needs of the candidates while they are in the Dining Room or the Table Chas while the candidates are in the Rollo Room, the Dorm Cha should be attentive to every need of the candidates while in the Dorm Rooms.

- ◆ The position of Dorm Cha provides a wonderful and unique opportunity for you to get to know each candidate in your dorm room in a personal way. Remember you are the first face they will see in the morning and the last one before they go to bed at night. You will have a great opportunity to have an impact on them. Be ready to show the love of Jesus to them and ready to minister His love and grace to someone who is in need.
- ◆ The dorm chas are responsible for keeping the dorm clean and neat throughout the weekend, emptying wastebaskets, keeping paper supplies, making candidates beds, cleaning bathrooms, and vacuuming floors.
- ◆ Wake up candidates and team each day.
- ◆ Coordinate with storeroom chas to have coffee, coffee supplies, hot water, tea bags, juice, soft drinks, on a refreshment table in the hallway each morning.
- ◆ Dorm Chas should stay in the vicinity of the dorm room at all times during the weekend with the exceptions of meals, lining the halls, etc. The Head Dorm Cha should know where the other Dorm Chas are at all times.
- ◆ The Dorm Chas should be prepared to line the halls/walk-way to the Chapel with other Chas at the appropriate times. Stay in contact with the Asst Head Cha for these times.
- ◆ The Dorm Chas interact with the Asst Head in making sure all candidates and Professors are out of the dorm rooms and they go back to the Rollo Room/Chapel for the next activity. You can be a big help to the Asst Head Cha in directing them to the next activity. Help remind candidates when a good time is to take a break or if it might not be a good time, and encourage them to return back as soon as possible.
- ◆ At their direction be prepared to help Palanca Chas with pillow palanca.

Chain of Command

- ◆ As with all chas on the weekend, the Dorm Chas should understand the chain of command for resolving issues on the weekend. Any Dorm Cha who encounters an issue they need help with should first consult with the Head Dorm Cha. If the Head Dorm Cha cannot resolve the issue, he/she should will consult the Assistant Head Cha, who if need be will consult the Head Cha and then the Rector.

Training Module 2

This module is designed to provide a through review of the service responsibilities of a Dorm Cha. The Head Dorm Cha should review each item below as well as the Dorm Cha Job Description before covering this material with the other Dorm Chas.

Complete Review of Job Description and Responsibilities

- ◆ The Head Dorm Cha will assign candidates and team members to a dorm room. The Head Dorm Cha should check with the Head Cha to see if the Rector has preferences on their preferences for assigning rooms. Remember there has been a reconfiguration of the Rector's suite with four beds in those two rooms. There are also beds outside the Asst Head Cha's room. There are also two beds in a special needs dorm room, and beds in the Chapel.
- ◆ The Head Dorm Cha will assign rooms/bunks to candidates. This should be done by mixing ages and churches between the two rooms. The candidates sleep in the two rooms across from the Rollo Room. The Pre-Weekend Couple from the Secretariat will provide you on Monday before the weekend a list of the candidates. It will list all candidates who require a bottom bunk. It will also list each candidate's ages and all who are 50 years and older should be assigned to a lower bunk. If it is a Women's weekend any pregnant candidates should also be assigned to a bottom bunk.
- ◆ Two dorm chas will be assigned to attend send-off to tag luggage and load luggage onto the bus. The tags should be color coordinated with the dorm room the candidate is assigned to. Once the bus is loaded the dorm chas should proceed to the CoC.
- ◆ Line the halls/walk-way whenever candidates are going to the Dining Room or the Chapel.
- ◆ Prepare nametags for outside the dorm room and on the beds for both the candidates and team.
- ◆ Make sure all candidate luggage is delivered to the bed. If any candidate is missing luggage please be available to assist them.
- ◆ Wake up the team and candidates each day. You should do so by gently turning on music and with a small lamp. Allow a few minutes for people to awake before turning on the overhead lights.
- ◆ Set morning refreshment table with coffee, coffee supplies, hot water, juice, and soft drinks. During this time please keep the candidates in their dorm area.
- ◆ There is a small table inside each dorm room. You should start decorating the table with simple items with small items you can bring from home, small candies/mints, and a lamp.
- ◆ There will be at least one dorm cha in the candidate dorm rooms. Depending on how the team members are assigned to rooms it is possible more than one dorm cha maybe assigned to the candidate dorm rooms.
- ◆ Dorm Chas be ready to assist Palanca Chas if they need help passing put pillow palanca. The Head Dorm Cha should coordinate with the Palanca Chas

if and when assistance is needed. Remember for candidates pillow palanca there must be enough for each candidate. Candidates cannot receive individual pillow palanca.

- ◆ Since Dorm Chas are the first ones up in the morning and the last to bed, if they are finished with their tasks a short nap is encouraged. This should be coordinated with the Head Dorm Cha and other dorms chas so that some are still available for needed service.
- ◆ Some weekends choose to put snacks in the hallway outside the dorm rooms on Friday and Saturday night. If this is done the Head Dorm Cha should arrange with the Head Kitchen if you intend to use oven palanca for this. If coffee is served this should be coordinated with the Storeroom Chas. Decaffeinated coffee is a good idea since this is at night.
- ◆ If a candidate needs any supplies please be prepared to help. Often pillows, sheets, or toiletries are needed. It is a good idea to announce at team meetings if team members have access to travel size toiletries to bring extra with them. The Storeroom usually has these on hand along with ear-plugs. If any items are not available contact the Floater/Supply Chas to have these items purchased.
- ◆ The Head Dorm Cha should collect all team badges from the last team meeting to bring on the weekend. He/She should also check to see if the Head Cha is bringing the candidate nametags with them or if they want the Dorm Chas responsible for that.
- ◆ Each day the dorm chas should clean the bathrooms, replace paper supplies, sweep bathrooms floors, vacuum, empty trash cans, and anything else that needs tidying up. If there is an unmade candidate's bed, please make it. Help keep the room from getting messed up and pick-up when necessary. Dorm chas are also responsible for the Rectors Room, Assistant Head Cha's room, Spiritual Directors Room, Head Kitchen's room, Special Needs Room, and dorm/bathrooms in the Chapel.
- ◆ Please note vacuuming of candidate dorm rooms should be done while they are in Chapel so that activities in the Rollo Room will not be interrupted. Team Rooms can be done while activities are in the Rollo Room since they are located further down the hall.

Training Module 3

This module is designed to align the service responsibilities of the Dorm Cha with the schedule of the weekend. It will allow the Dorm Chas to understand when they have service responsibilities as it relates to the weekend schedule. The Head Dorm Cha should get a copy of the weekend script (a preliminary one is fine for this) to review the weekend schedule with the table chas for this module.

Review weekend script for your service area.

- ◆. The events to highlight during this session for Monday – Wednesday prior to the beginning of the weekend are:
 - On Monday the Head Dorm Cha should have the current candidate list with ages and bed requests from the Head Cha. The Head Dorm can then make dorm assignments and color codes. Be aware changes in candidates can take place up to send off, so be prepared for last minute additions/deletions.
 - Dorm Assignment Preferences from the Rector for the team should also be obtained from the Rector or Head Cha, so the team dorm assignments can also be made.
 - Head Dorm Cha should make sure he/she has a copy of the weekend schedule.
 - Nametags for bunks and hallway signs should also be prepared.
 - Luggage tags color coordinated with the candidate dorm rooms should also be prepared.
 - Head Dorm should meet the Weekend Couple at the CoC on Wednesday night by 6PM. They will show you where all your supplies are located and items that will be delivered along with food items. This is very important so that you will know where items are when they are needed. These items include:
 - All cleaning supplies, gloves, and vacuums.
 - Room spray deodorizers.
 - Toilet paper, paper towels, small toiletries, soap.
 - Some items (paper towels, toilet paper) may be coming on the delivery truck with the food. The Weekend Couple will tell what is coming and you should make sure you pick-up the items from the kitchen.
 - They also will show where the light switches are in the dorm rooms as well as the hallways. They will also show where power outlets are located.
- ◆ Wednesday Night/Thursday before candidates arrive the dorm chas will need to:
 - Stock each bathroom stall with plenty of toilet paper.
 - Paper towels in each bathroom.
 - Air freshener in each stall.
 - Liquid soap at each sink.

- Make sure this is done for Rector's bathroom, special needs room. Spiritual Directors bathroom, Head Kitchens Bathroom, Hallway Bathroom, Chapel Bathroom and bathroom outside kitchen.
- For a women's weekend place small white or lunch bags between each stall for hygiene product disposal.
- Place a basket with toiletry items (travel size) in each dorm bathroom.
- Arrange team nametags alphabetically at a designated place.
- Make sure all bathrooms and dorm rooms are spotless.
- Locate power outlet near the back exit of the building. This is the outlet that needs to be used for morning coffee. The outlet between the dorm rooms in the hallway CANNOT be used. Heavy duty extension cords should be used to connect with them.
- Put up bunk nametags and hallway nametags.
- ◆ The events to highlight during this session for Thursday Night are:
 - Greet Candidates
 - Unload luggage from bus placing it on/next the candidates bed.
 - Attend reception and meet candidates.
 - Help direct them to dorm rooms. Be in the rooms and assist them with any needs that arise.
 - When it is time for candidates to head to the Rollo Room encourage them to get there promptly.
 - Line halls/path to Chapel at appropriate times.
 - Once candidates are in the Rollo Room put "Silence Signs" up.
 - Attend team meeting. If you are sleeping in candidate dorm, check with Head Dorm Cha if you need to attend or it is best to stay in room with the candidates.
 - Dim hallway lights at night during chapel services and at night.
 - Announce to dorm when you intend to turn lights out so people can prepare accordingly. Remind them about 5-minutes before you plan to turn the overhead lights off. Once you turn the overhead light off, you can leave a small lamp for some additional time.
 - Make sure your alarm clock is set a little ahead on when you need to wake others. This will give you time to get organized before waking the room. Have a flashlight by your bed.
- ◆ The events to highlight during this session for Friday are:
 - When alarm goes off start coffee and hot water.
 - Wake candidates and team. Gently wake them. Turn on the small lamp allowing some time before turning on the overhead lights. You can even turn on some soft music.
 - Make sure Rector, Spiritual Directors, Special Needs Room and Chapel are awakened.
 - Let candidates know how much time they have before they need to go the chapel.
 - Check with Rector, Head Cha, and Spiritual Directors to see if they would like coffee or another drink.

- Keep candidates by the candidate dorm area and do not allow them to wander.
- While candidates are in Chapel you can begin picking up. It is a good idea to vacuum candidate dorms during chapel so the noise does not disrupt activities in the Rollo Room. If you want to attend the morning chapel make sure when you do vacuum the candidate dorms it is done during another time they are not in the Rollo Room.
- Eat when the team and candidates eat.
- Check to see if any dorm chas have prayer palanca for this day. If so make sure the Head Dorm Cha is aware.
- If you want to listen to a Rollo please make arrangements with the Head Dorm Cha.
- Every day clean the bathrooms, replace paper supplies, sweep bathroom floors, vacuum, empty trash cans. Tidy up dorm rooms and make unmade candidate beds. Make sure to clean the bathrooms in the Rector's Room, Spiritual Directors Room. Special Needs, Head Kitchen and Chapel dorms.
- Assist Palanca Chas in delivering palanca.
- Dorm chas who are staying in candidate dorm rooms can not receive pillow palanca in their room. Head Dorm Cha should make arrangements for these items to be delivered to the Dorm Cha.
- If you have chosen to have a snack table, make arrangements for coffee (decaf), and any oven palanca the kitchen can donate.
- Follow same procedure for going to bed as Thursday night. Make sure you set your alarm for the proper time for the morning.
- Attend team meeting if possible.
- ◆ The events to highlight during this session for Saturday are:
 - Same as Friday for all activities.
 - Before Serenade it is a good idea to check the bathroom outside the kitchen, and the one in the hallway, to make sure it is clean and stocked with paper products.
 - For dinner the candidates will be seated by their Rollo room tables. Please find an available seat after they are seated.
 - Remind candidates to pack all their luggage in the morning and place it on their beds. The Head Dorm should also remind the team at the team meeting.
- ◆ The events to highlight during this session for Sunday are:
 - Same as Friday for all morning activities.
 - Right after Breakfast begins a thorough cleaning of all the dorm rooms and bathrooms. Make sure to include the Rector's Room, Spiritual Director's, Special Needs, Head Kitchen, Hallway and Chapel rooms.
 - After lunch once the bathrooms are sparkling (including the shower stalls) you can tape off the shower area and half of the sink area. This should be completed by the time of the Rector's Talk. Be sure

to leave enough stalls open particular by the Rollo Room so that candidates can get to a bathroom during breaks. Remember there are 120 people that will need access to bathrooms, so you should not close too many down. If they have been properly cleaned earlier in the day, it should be quick to clean them in the afternoon.

- Vacuum as much as you can without disturbing activities in the Rollo Room. Anything you cannot vacuum, the Set-Up/Take Down will finish.
- After lunch place the luggage signs outside on the poles outside the main door. These are the alphabetized signs. This is so luggage can be located by sponsors easier before Closing.
- All Dorm Chas should help carry all candidate luggage outside to the covered entrance. The Set-up/take-down Team can also be available to help with this.
- Sunday afternoon put up the freestanding dividers across the hallway. They are located in the Chapel closet. They are to be arranged so that candidates cannot see anyone coming in the front door.
- Attend Rector's talk.
- All remaining paper products should be placed back into the NGTD storage cage under the pavilion.
- After the Rector's Talk and prior to closing you should wipe down all stalls that were left open.
- Review Dorm Check Out List and make sure all items are complete. The Dorm Chas must stay until the Assistant Head Cha signs your checkout sheet.
- Attend Closing.

Training Module 4

This module is designed to review all supplies that Dorm Chas will need or need access to on the weekend. It is important to know when these items are needed as it relates to the schedule, and where they are stored so items can be available when needed.

Supplies needed for the Weekend for your service area

- ◆ The following supplies should be on-hand at send-off
 - Three luggage tags per candidate in the same colors of the rooms they will be assigned to. The Head Dorm Cha will have to determine these two colors as there are five colors available. These luggage tags can either be stick on labels or tie-on. You should bring extra luggage tags as you often will need them.
 - Masking tape
 - Plastic garbage bags
 - Markers/Pens
- ◆ All Dorm Chas will need the following supplies for the weekend.
 - Tape/CD Player for each dorm room (5) or at least two for candidate dorms.
 - Appropriate tapes and CDs.
 - Small lamps for each table in dorm rooms (5).
 - Table coverings for dorm room tables (5)
 - Any decorative items for dorm room tables
 - Extension cords, including a few heavy duty cords.
 - Gray electrical tape.
 - Coverings for refreshment table and any decorations you want for the table.
 - Bed and door tags.
 - You may want to bring your rubber gloves from home. Plastic gloves are available.
 - Fabric or napkins to line baskets of toiletries.
 - Any travel size toiletries you collect from the team.
 - Signs for Sunday outside the main entrance for luggage pick-up. The signs should be A-F, G-M, N-S, T-Z.
 - Lunch or white paper bags for disposable feminine hygiene products.
 - Alarm clocks (not to be used in the candidates rooms)
 - Flashlights

Training Module 5

This final module is to review any items that still may be in question. The Head Dorm Cha should use this time to review any questions that the Dorm Chas may have. Also if a Dorm Cha has dropped from the team and a new one added, then the Head Dorm Cha should use this time to bring the new person(s) up to speed.

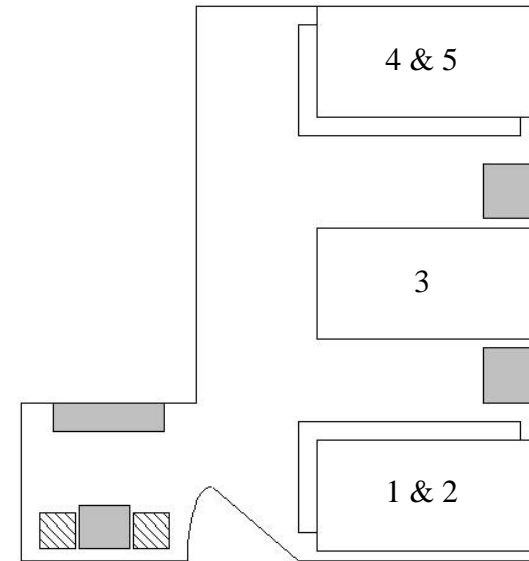
Final Review and Questions

- ◆ The Head Dorm Cha should review the following
 - Any supplies the different dorm chas have agreed to bring.
 - Which dorm chas will be at send-off. Make sure they know the time they need to be and where the send off is. They should arrive 15-20 minutes before send-off begins so that they can setup and be ready for when the first candidates arrive.
 - If a dorm cha other than the Head Dorm Cha is going to be at the Camp of Colors, make sure they know what time to meet the Weekend Couple. The Assistant Head Cha should be aware of this also. It is very important a Dorm Cha is at the Camp on Wednesday evening.
 - Review when all other dorm chas should arrive at the Camp of Colors.
- ◆ Stress above all this is a position that allows the dorm cha to develop a unique relationship with the candidates with their actions, words, and attentiveness.

DORM ASSIGNMENTS

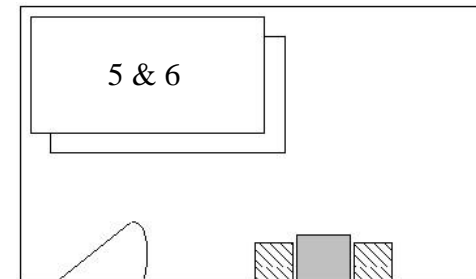
Spiritual Directors Dorm off Front Foyer (5 beds/1bath):

1. _____ (top bunk)
2. _____ (bottom bunk)
3. _____ (center single)
4. _____ (top bunk)
5. _____ (bottom bunk)



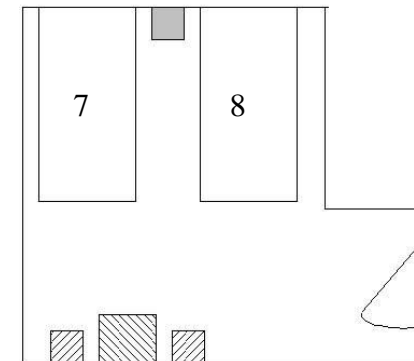
Head Kitchen Dorm off Front Foyer (2 beds/1bath):

6. _____ (top bunk)
7. _____ (bottom bunk)



Special Needs Dorm (2 beds/1bath):

8. _____ (single)
9. _____ (single)



Prayer Team Dorms (two rooms/8 beds/no bath):

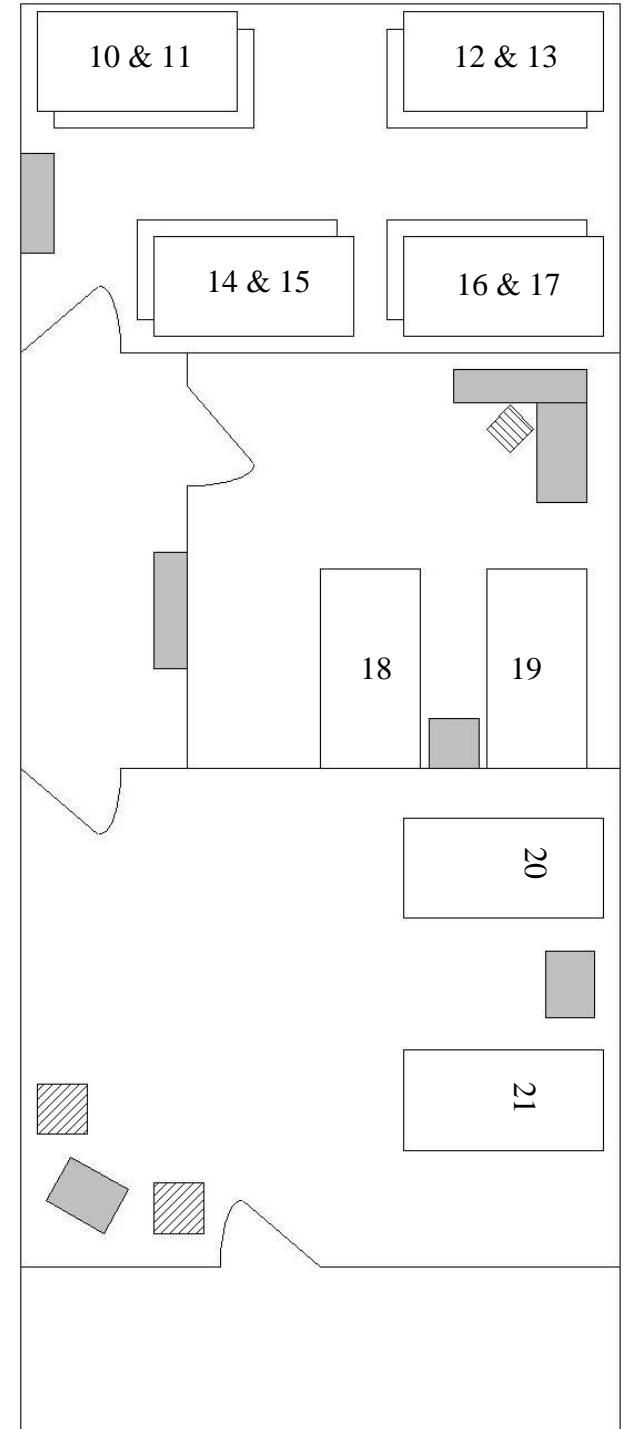
- 10. _____ (top bunk)
- 11. _____ (bottom bunk)
- 12. _____ (top bunk)
- 13. _____ (bottom bunk)
- 14. _____ (top bunk)
- 15. _____ (bottom bunk)
- 16. _____ (top bunk)
- 17. _____ (bottom bunk)

Head Cha/Office Dorm (2 beds/no bath)

- 18. _____ (single)
- 19. _____ (single)

Rector/Director Room (2 beds/1bath):

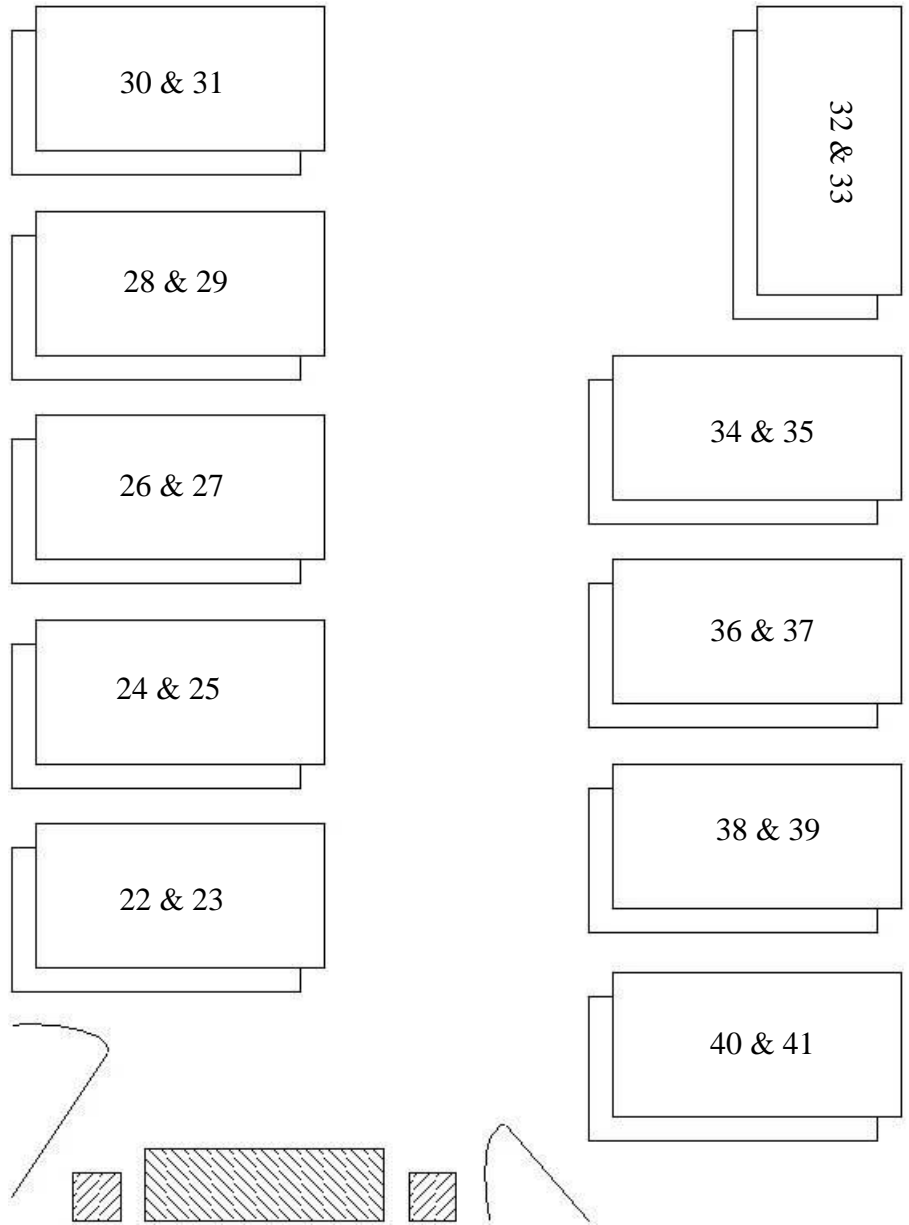
- 20. _____ (single)
- 21. _____ (single)



Team Dorm C (20 beds)

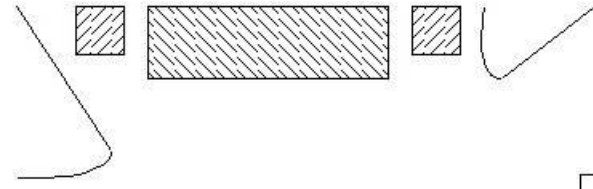
Revised 2011/05-08

- 22. top _____
- 23. bottom _____
- 24. top _____
- 25. bottom _____
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- 30. top _____
- 31. bottom _____
- 32. top _____
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- 41. bottom _____

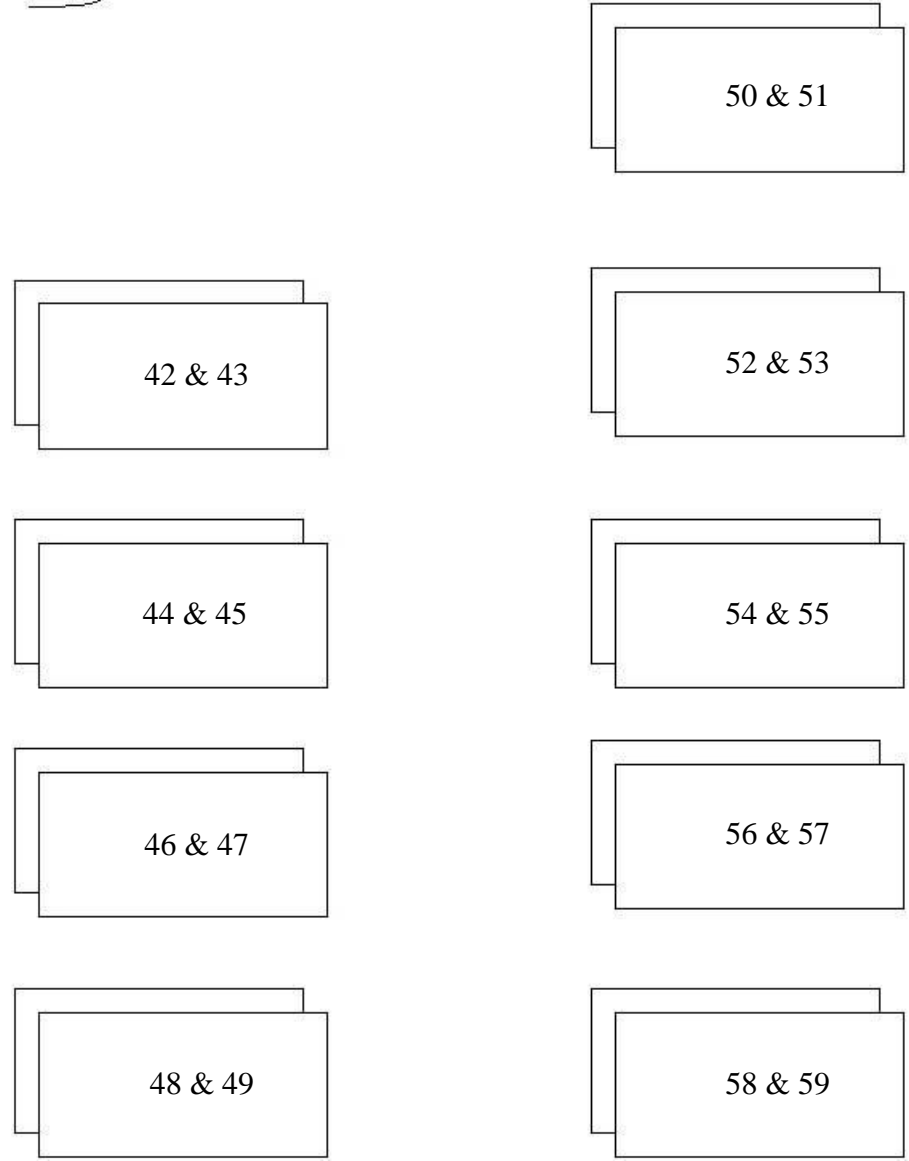


Team Dorm B (18 beds)

Revised 2011/05-08



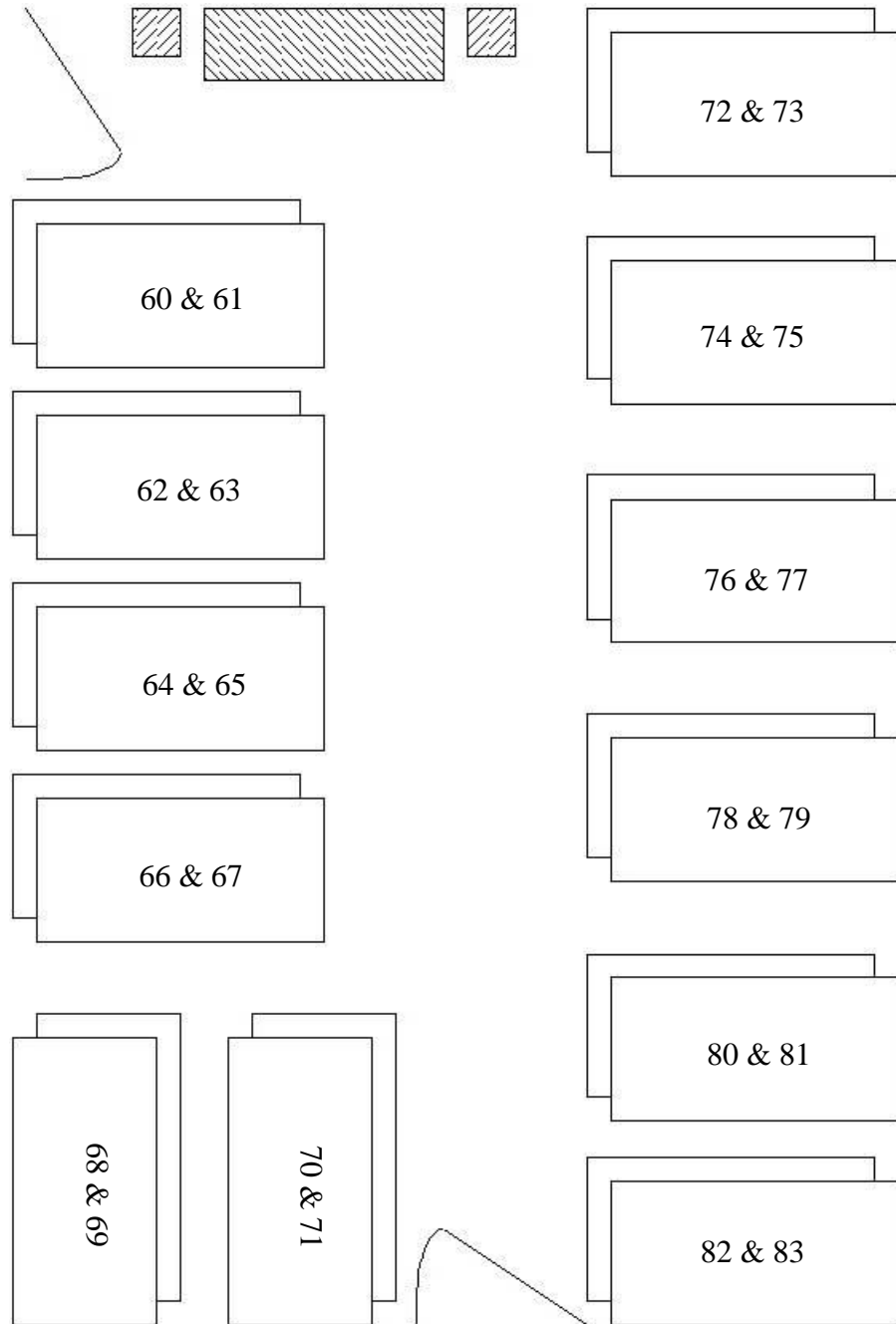
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- 44. top _____
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- 58. top _____
- 59. bottom _____



Team Dorm A (Kitchen) (24 beds)

Revised 2011/05-08

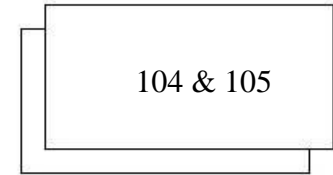
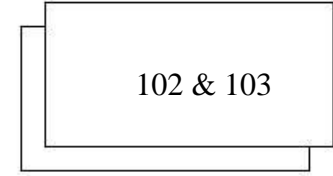
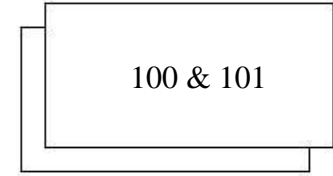
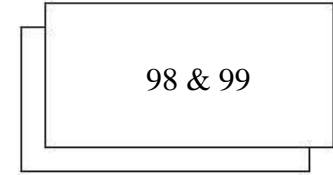
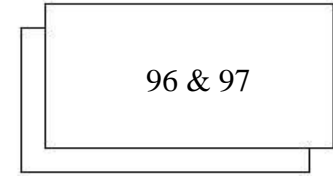
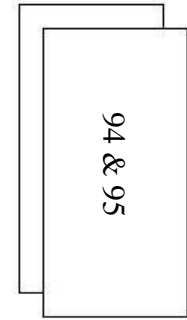
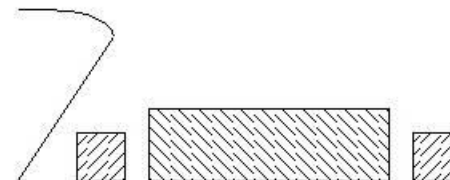
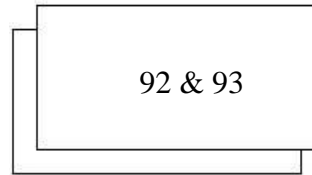
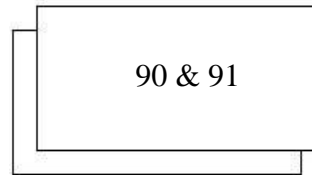
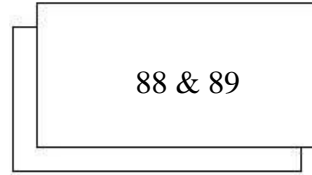
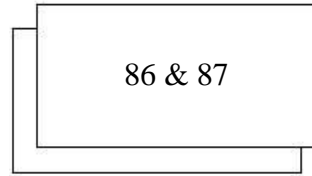
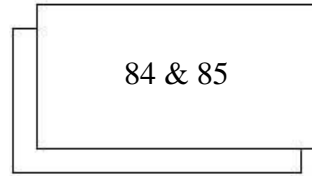
- 60. Top _____
- 61. bottom _____
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- 63. bottom _____
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- 73. bottom _____
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- 77. bottom _____
- 78. Top _____
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- 80. Top _____
- 81. bottom _____
- 82. Top _____
- 83. bottom _____



Candidate Dorm D – (22 beds)

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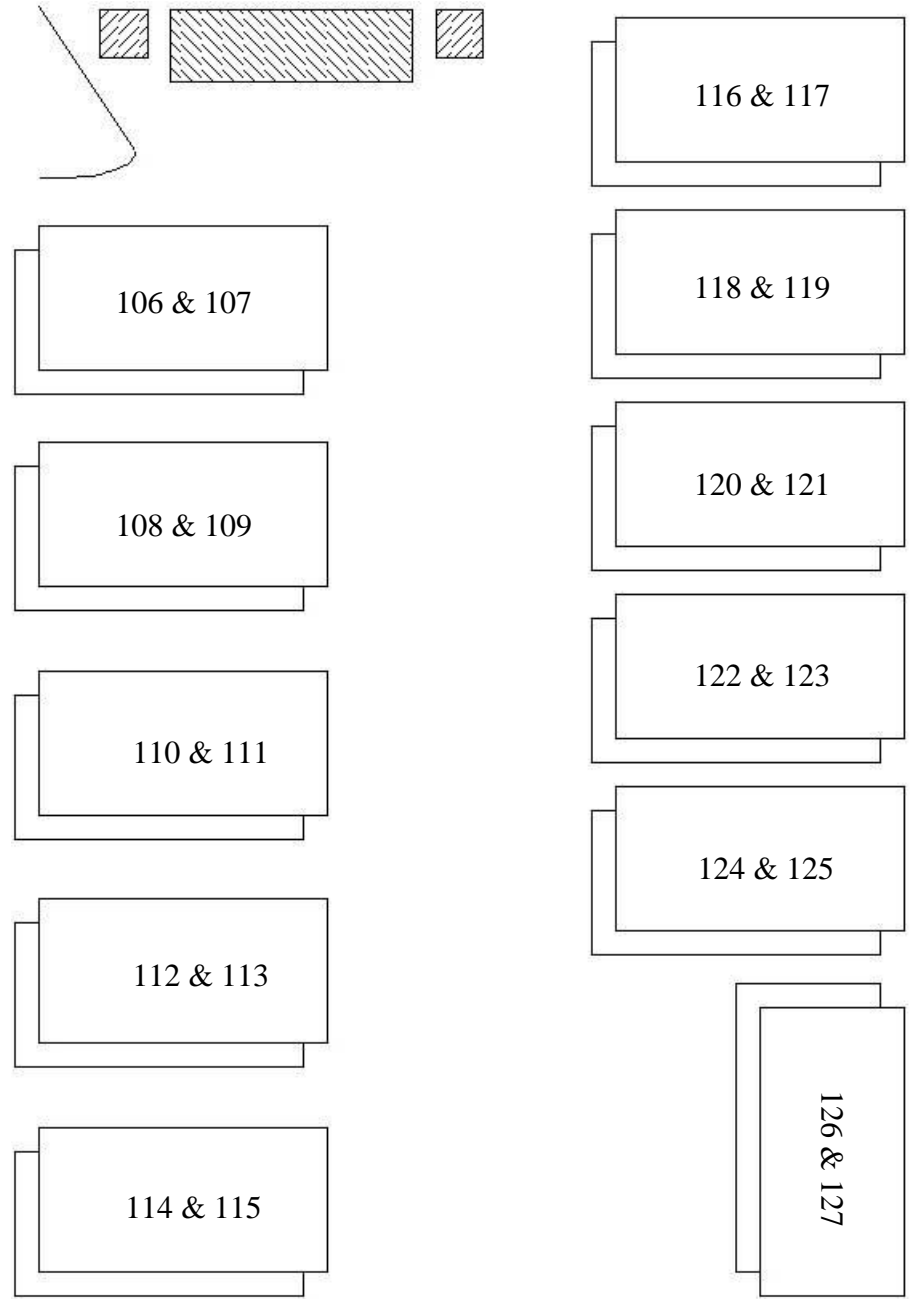
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- 86. Top _____
- 87. bottom _____
- 88. Top _____
- 89. bottom _____
- 90. Top _____
- 91. bottom _____
- 92. Top _____
- 93. bottom _____
- 94. Top _____
- 95. bottom _____
- 96. Top _____
- 97. bottom _____
- 98. Top _____
- 99. bottom _____
- 100. Top _____
- 101. bottom _____
- 102. Top _____
- 103. bottom _____
- 104. Top _____
- 105. bottom _____



Candidate Dorm E – (22 beds)

Revised 2011/05-08

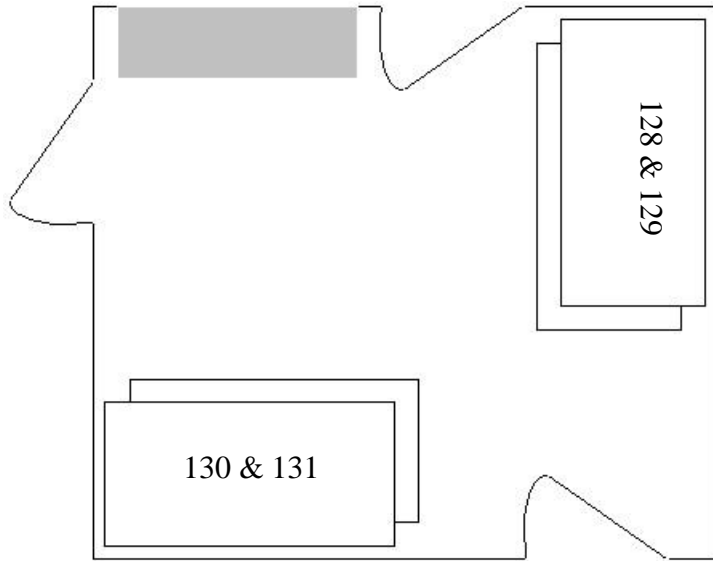
106.	Top	_____
107.	bottom	_____
108.	Top	_____
109.	bottom	_____
110.	Top	_____
111.	bottom	_____
112.	Top	_____
113.	bottom	_____
114.	Top	_____
115.	bottom	_____
116.	Top	_____
117.	bottom	_____
118.	Top	_____
119.	bottom	_____
120.	Top	_____
121.	bottom	_____
122.	Top	_____
123.	bottom	_____
124.	Top	_____
125.	bottom	_____
126.	Top	_____
127.	bottom	_____



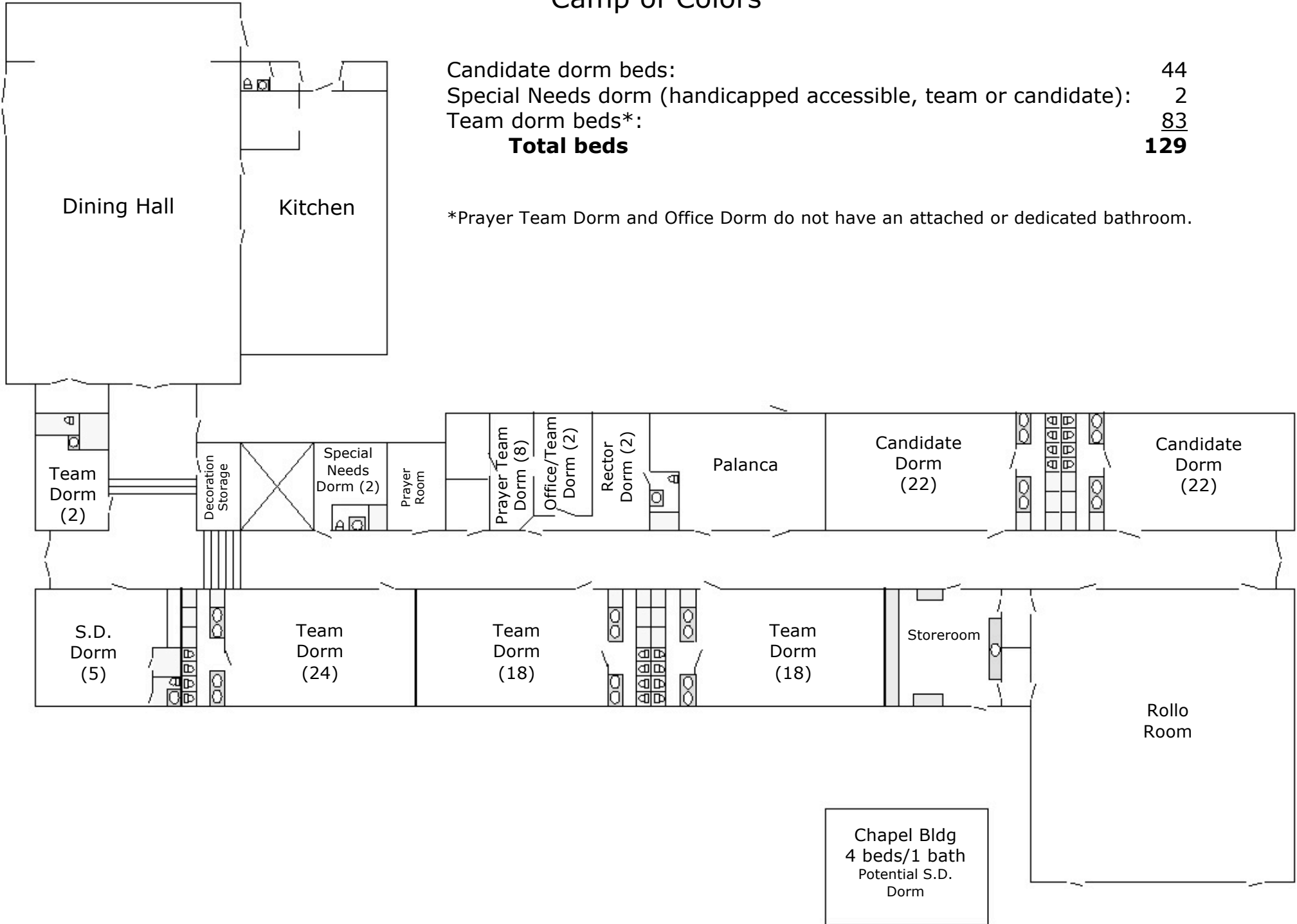
Chapel Building (4 beds/1 bath)

Revised 2011/05-08

- 128. _____ (top bunk)
- 129. _____ (bottom bunk)
- 130. _____ (top bunk)
- 131. _____ (bottom bunk)



Camp of Colors



Candidate dorm beds:	44
Special Needs dorm (handicapped accessible, team or candidate):	2
Team dorm beds*:	<u>83</u>
Total beds	129

*Prayer Team Dorm and Office Dorm do not have an attached or dedicated bathroom.