

NGTD 130 Cheat Sheet

Head Palanca

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

- ❑ Make sure and contact the prior Head Palanca cha as soon as possible to discuss tips and lessons learned while the weekend is still fresh in their mind. In this way, we'll continue to build on best practices for the weekends.
- ❑ Have skits ready for the team meetings. These should be simple skits that only take a few minutes. These skits will be the way you 'practice' for the actual weekend. Some ideas to get you started:
 - ❑ Do a PSA (but instead of Public Service Announcement it's a Palanca Service Announcement). They can be about turning in the General Palanca Letter, Manscaping tips, 'How To' type guides for braiding back hair, etc. Have fun and use this time to have your team get accustomed to being in front of the mic!
 - ❑ Optionally have one theme and build on that at subsequent meetings

During team meetings - (Things to do during team meetings)

- ❑ Have team members take turns reading palanca letters to the team as practice
- ❑ Create a visual (poster board?) that keeps track of how many general palanca letters the team has turned in and update it for each meeting during your podium time. The goal is to get the entire team to get them turned in by the 5th team meeting.

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

- ❑ Please call and ask the wives of the rollistas if they will be providing a boutonniere. If they are not providing one, please have a few that can be reused by all the professors. If you need a list of all speaking professors, please see the Assistant Head Cha.

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

- ❑ From the rector: Please pre-read all the palanca letters. Don't wait until you are at the mic in the rollo room and struggle with words and names (unless that was part of a skit)
- ❑ From the rector: When reading notes that accompany palanca, please say who the palanca is from first! That way, a candidate can hear their sponsor name and be able to pay attention.
- ❑ Please be on the lookout for kitchen palanca. Sometimes when people are delivering palanca to the Camp of Colors, they will leave all palanca in the Palanca Room. Some of it may be intended for the kitchen (to be used as table palanca during meals). When you find this please deliver to the head kitchen or one of the assistant head kitchens.
- ❑ Make sure you have a plan for organizing candidate letters. Check, double-check and triple-check them for the Sunday bags. Please know that this is your most important function and there is no room for error.
- ❑ 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 NGTD PALANCA CHAS

The following training module is designed to provide the fundamental training for one serving as a Palanca Cha on a Tres Dias of North Georgia weekend. This material is to be used by the Head Palanca Cha to train the other Palanca Chas. It is designed to be delivered during the section meeting time of 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 a five of those meetings they will have time for section meetings. If a team meeting is a double meeting, then the Head Palanca Cha may want to review two modules.

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

Training Module 1

This first module is designed to allow time for all the Palanca 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 Palanca Cha. It is not a complete review of the service responsibilities as these will be covered in future training sessions.

Introductions

Even though each 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 Palanca Chas. This is a good time to build camaraderie with those that you will be working closely with.

How Your Job Fits Into the Weekend/Brief Job Overview

“Palanca” is unique to Tres Dias and the Cursillo-type weekends. Palanca is intended to show the overflowing love that God has for each of us, His children. It is described as a “lever” which God gives to soften the hearts of the candidates. Your job on the weekend is to represent this overflowing, agape love to the candidates and team attending the weekend.

- ◆ Your position is also like a “postmaster” where you monitor, log and present all of the palanca that comes in from the community and team for the weekend.
- ◆ You will work closely with the Assistant Head Cha during the weekend so that Palanca for the Rollo Room can be delivered when it’s convenient for the Rollo Room and the flow of the weekend.

- ◆ Aside from taking in, logging and delivering Palanca to the Rollo Room, you will also deliver Palanca to the Professors before their talks and the rest of the team for pillow Palanca.

Chain of Command

Palanca Chas are responsible to the Head Palanca Cha. The Head Palanca Cha coordinates and directs all of the activities of the Palanca Room. The Head Palanca Cha is responsible to the Assistant Head Cha and Head Cha. The Assistant Head Cha coordinates and directs all the activities of the weekend from outside the Rollo Room and will be your primary contact point. The Assistant Head Cha and Head Cha take their direction from the Rector who is ultimately responsible for the team meetings and the weekend. The Rector is responsible to the Secretariat of Tres Dias of North Georgia.

Training Module 2

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

Complete Review of Job Description and Responsibilities

During the Team Meetings

- ◆ Palanca Chas work together under the direction of the Head Palanca Cha to distribute individual team palanca during the fellowship time before the meeting begins.
- ◆ If there is any “team palanca” which needs to be distributed, coordinate with the Head or Assistant Head Cha to allow time on the agenda for its distribution.
- ◆ During the team meetings, occasionally team members or members of the community will bring or send Palanca for individuals or the entire team.
- ◆ Establish a set place, such as a table, etc., for Palanca to be dropped off.
- ◆ Working together, Palanca Chas should distribute individual palanca to the team members to whom it is addressed.
- ◆ If there is Palanca which has been sent for the whole team, make sure you advise the Head or Assistant Head Cha that you will need time on the agenda. Depending on the amount of team Palanca, you will need from 5-10 minutes. Decide before hand who will read the note and how the Palanca should best be distributed. Once you have read the Palanca notes, this is a good time to conduct team “reminders”.
- ◆ Also note whether a container, basket, etc., is to be returned to the person who brought/sent it. If so, it should have some indication on the container itself about whether or not it is to be returned.
- ◆ Beginning at the Second team meeting and after coordinating with the Head or Assistant Head Cha to have a place on the agenda, the Head Palanca cha will give the following instructions to the team as a whole:
 - Remind the team to write their letters to the Candidates before the weekend as there will not be time to accomplish this task on the weekend. These are letters from each team member which go into the Sunday bags. They should be alphabetized by the candidate’s last name before being turned in.
 - Remind the team to bring the same pen they write their notes with to the weekend so that they can address their notes after the weekend begins and they have the final candidate list.
 - Remind the team to write a “General Palanca Letter” and remind them that this is not an individual letter to an individual candidate, but a letter from an individual team member to the entire body of candidates.
 - You should also remind the team about the types of Palanca and the numbers required. (See below)

Before the Weekend Begins

- ◆ Corsage/Boutonniere Palanca
 - It is customary on a Tres Dias weekend for the speaking Professors and Spiritual Directors to receive a corsage or boutonniere (C/B) before their talk along with other Palanca which has been sent to them before their talk.
 - On some weekends, the Rector chooses to give C/B's to each speaking professor and Spiritual Director. Check with him/her to see if this is what he/she plans.
 - On most weekends, the Palanca Chas contact the Rollista's spouse or reunion group for the C/B.
 - Once you determine the source of the C/B, be sure to contact the C/B source well in advance of the weekend to remind them about sending a C/B for the speaker. You can find out if a speaker is married and what the name of their spouse is by contacting the NGTD Database Manager at dbm@ngtd.org or by speaking with the Head Cha. One Palanca Cha should be assigned this task.
- ◆ Palanca Bags
 - Determine whether and how you will decorate the Palanca Bags which are given out on Sunday.
 - Palanca bags are provided by the Weekend Couple and you should obtain them in time to decorate them.
 - Each bag should show an individual candidate or team member's name.
- ◆ Assign 2 Palanca Chas to attend Send-off for the Weekend to collect Palanca which is brought to Send-off

During the Weekend

- ◆ Prior to the introduction of Palanca on Friday afternoon, the Palanca Room should be set-up to receive, log and distribute Palanca. This should begin at Set-up on Wednesday and continue on Thursday after the weekend begins.
- ◆ Palanca is introduced on Friday during the Divine Aid and the Holy Spirit Rollo. From this point forward, Palanca can be scheduled after each Rollo with the approval and at the instruction of the Assistant Head Cha.
- ◆ When Palanca Chas are not preparing to take Palanca into the Rollo Room, you should be distributing "pillow" or "bed palanca" to the team and the candidates, distributing Professor Palanca according to the schedule, or hanging banners after the introduction of Palanca.
- ◆ As stated in the Palanca Cha Job Description, "There are times during the weekend that laughter is warranted" and "Once each day the Palanca team *may* conduct a skit". Considering these two items, the

Palanca team should think plan during the team meeting process what type of Palanca skits you want to do.

- When Palanca is introduced for the first time during the Divine Aid and the Holy Spirit Rollo is NOT an appropriate time for a skit.
- The best time for a skit is late in the afternoon on Friday and Saturday and the last time Palanca is given out on Sunday.
- ◆ Types of Palanca and numbers required for each type:
 - Banners - No larger than 3 feet wide by 5 feet long.
 - Table - This can be 6 containers, 1 for each table, or 52 - 60 individual items (which includes some extra for others in Rollo Room). This is based on 36 candidates. Remind the team that there may be more than 36 candidates and they should adjust accordingly.
 - Pillow Palanca for Candidates – one for each candidate, or 36 – 40.
 - Rollo Room Palanca – another form of “Table” Palanca, but not in containers – enough for each candidate and each professor, or 52 – 60.
 - Kitchen Palanca – one item for each person seated at a table in the dining room or typically 120 – 125 pieces.
 - Individual letter Palanca for Sunday’s bags (discussed in II.A.2.i. above).
 - Rollista Palanca – optional. These are notes written to each professor giving a Rollo.
 - Team Palanca – optional. Team Palanca is given as “Pillow Palanca” and whenever possible, individual team members should distribute their own team pillow Palanca. This is not possible for Professors, the Head or Assistant Head Cha, Spiritual Directors, as well as the Rector, Table Chas, Music Chas, the Tech Cha, or the Kitchen Chas to do. Their jobs on the weekend prevent them from having the time or opportunity to distribute their own Palanca.

Training Module 3

This module is designed to align the service responsibilities of the Palanca Cha with the schedule of the weekend. The Head Palanca Cha should get a copy of the weekend script to review the weekend schedule with the Palanca Chas for this module.

Review weekend schedule for your service area

- ◆ The events to highlight during this session for Wednesday Night are:
 - Make sure you have received final roster of candidates and team members for “mailbox” labels
 - Attend Set-up on Wednesday evening to organize and label Palanca Room
- ◆ The events to highlight during this session for Thursday Night are:
 - Two Palanca Chas are to be scheduled to attend Send-off to gather Palanca for delivery to Palanca Room or Kitchen
 - Greet candidates
 - Help unload luggage
 - Attend reception and be introduced as “special cha”
 - Line hall as candidates go to the dorm and be available to line hall at Assistant Head Cha’s requests.
 - Attend group team meeting in dining room.
 - Silence is important in the Palanca Room as it is right next door to a candidate dorm.
- ◆ The events to highlight during this session for Friday are:
 - Prepare Professor Palanca for delivery to Friday’s rollistas
 - Prepare 1st Palanca to take out during “Divine Aid” rollo
 - Prepare Palanca for delivery to Rollo Room after each talk from “Divine Aid” onward.
 - Prepare banners to hang in halls – 2 or 3 during each talk.
 - Line hall at Asst. Head Cha’s request.
- ◆ The events to highlight during this session for Saturday are:
 - Same as for Friday – delivery of Palanca to Professors and Spiritual Directors; preparation for Palanca delivery to Rollo Room after each talk, preparation of banners to hang in halls during each talk, and line hall at Asst. Head Cha’s request.
 - On Saturday late afternoon, take palanca drop boxes to front of building and place one outside back Palanca Room door for community to deposit palanca at serenade.
 - Attend group team meeting in dining room.
- ◆ The events to highlight during this session for Sunday are:
 - Same as for Friday and Saturday – delivery of Palanca to Professors and Spiritual Directors; preparation for Palanca delivery to Rollo Room after each

talk, preparation of banners to hang in halls during each talk, and line hall at Asst. Head Cha's request.

- Prepare Palanca bags for team and candidates. **Double and TRIPLE CHECK the letter bundles so that no candidate gets the wrong items. Make sure the letters in the bundle are for the correct candidate. This is one of the most important parts of your team's job. Ensure that family bundles are correct and present.**
- Begin cleaning and re-organizing the Palanca Room for closing.
- ◆ Before the weekend begins, the Head Palanca Cha should get the final weekend schedule from the Head Cha and highlight each area the Palanca Chas should be aware of (i.e., time of each talk for timely pre-delivery of Professor Palanca and preparation of rollo room Palanca) and communicate these events to his/her team.

Training Module 4

This module is designed to review all supplies that Palanca 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 come from so items can be available when needed.

Supplies needed for the Weekend for your service area

- ◆ Most of the supplies needed for the performance of the position are already located in the Palanca Room. It is important that you attend Set-up on Wednesday night to double-check the inventory of office supplies and costumes that are available.
- ◆ 120 Palanca bags will be provided by the Tres Dias of North Georgia Weekend Couple.
- ◆ Name tags for Palanca bags. These should be purchased by the Head Palanca Cha and the receipt turned in to the Assistant Head Cha.
- ◆ Large shopping bags or other containers to carry each rollista's palanca to his/her bed before his/her rollo.
- ◆ Large shopping bags or other containers such as laundry baskets for sorting pillow palanca by dorm room.
- ◆ A bag, folder or container for Palanca letters and notes to be given to the Rector at the end of the weekend.
- ◆ A wagon is helpful for distributing Palanca.
- ◆ Any costumes or props for skits you have planned.
- ◆ Labels for mailbox sorters – one for each team member and candidate. These should be purchased by the Head Palanca Cha and the receipt turned in to the Assistant Head Cha.
- ◆ A copy of the weekend schedule.
- ◆ Several copies of the "Palanca Log".

Training Module 5

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

Final Review and Questions

- ◆ The Head Palanca Cha should review the following
 - Any supplies the different Palanca Chas have agreed to bring.
 - When they should arrive at the Send-off location or The Camp of Colors.