

TRAINING MODULE FOR NGTD STOREROOM CHAS

The following training module is designed to provide the fundamental training for one serving as a Storeroom Cha on a Tres Dias of North Georgia weekend. This material is to be used by the Head Storeroom Cha to train the other Storeroom 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 Storeroom Cha may want to review two modules.

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

Training Module 1

This first module is designed to allow time for all the Storeroom 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 Storeroom 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 Storeroom 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

On the weekend, you will assist table chas by filling their drink orders for the tables after each rollo and at another other times if called upon.

You will also provide table chas and other team members with supplies they need for team and candidates alike.

You will make sure the podium is prepared with water, tissues, signs, etc, as necessary for the Rollos.

You may be needed to assist dorm chas in providing drinks in the morning for the candidates as well as in the evening after decuria and chapel. They will do the set up but may need you to supply the drinks.

Chain of Command

Storeroom Chas are responsible to the Head Storeroom Cha. The Head Storeroom Cha coordinates and directs all of the activities of the Storeroom Room. The Head Storeroom 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 Storeroom Cha. The Head Storeroom Cha should review each item below as well as the Storeroom Cha Job Description before covering this material with the other Storeroom Chas.

Complete Review of Job Description and Responsibilities

During the Team Meetings

Each week, supply ice water for rollistas for them to give their practice talks. This is going to be part of your job on weekend, so you get to practice now.

Wednesday Night Setup

The Head Storeroom cha is required to be at the campground on Wednesday night to meet the Secretariat Weekend Couple and receive the supplies for the weekend.

They will show you where all supplies are kept and will include:

- ❑ Photo banner with the appropriate number for weekend.
- ❑ The Easel.
- ❑ Signs for the easel (Tres Dias, Rollo, Storeroom, Decuria and others).
- ❑ Tripod (wooden carving of three-legged stool) for easel and three legs called "Piety", "Study", and "Action".
- ❑ Location of the power switch to light the cross for Saturday night. Just in case you miss the directions. The power switch that supplies power to the Tres Dias cross on the hill is located in the middle of the wall to your left as you face the podium.

- ❑ Tres Dias candidate crosses. Verify that they will be delivered to the Storeroom room for you at Saturday night serenade and call the weekend couple if you do not get them by then.
- ❑ The Cross with pegs that is used for the cross ceremony on Sunday.
- ❑ Pilgrims Guides (may need a few extra for table chas if they do not have theirs with them in addition to the 54 for candidates and professors (or 55 if you end up with an extra candidate).
- ❑ Growth guides.
- ❑ Notebooks.
- ❑ Pens.
- ❑ Poster Paper.
- ❑ Markers that work (for posters).
- ❑ Candles and lighters for rollo table.
- ❑ Candles and lighters for Saturday night serenaders.
- ❑ Location of medications, paper towels, tissue, toilet paper, etc.

Most supplies are kept in the cabinets in Storeroom or in the storage areas between Rollo Room and Storeroom. Verify with weekend couple that overflow of paper products, etc are kept in the storage area. You should not need to bring any supplies from home since everything you need is provided to do you job.

Obtain from them an **inventory list** that you are to complete at end of weekend to let them know how much of everything is left so that they can replenish supply for following weekend.

Review with them the end-of-weekend procedures (See take down list at end of this job description) so that you can get a good start on it as early as possible on Sunday.

They will provide money to make purchases during the weekend

Before Wednesday night, prepare a list of any questions you might have for them and get those questions answered.

In addition to the above on Wednesday night, you can coordinate with the Floater Supply chas in setting up the Storeroom in a way that would be most efficient for helping to dispense supplies and fill drink orders.

Responsibilities on the Weekend

Follow schedule throughout weekend for cues as to what to do when. Review weekend schedule in advance of weekend and highlight everything that pertains to you and post it in storeroom on weekend.

Make sure supplies are ready for table chas when they need them to serve the candidates, such as pilgrim's guides, pens and tablets and posters and markers. **Refer**

to weekend schedule throughout weekend to prompt you. You will also dispense other supplies in cabinet as needed to various team members and for candidates. This includes over-the-counter medications. You will have access to the storage area as well.

Make sure the Tres Dias banner used in picture with appropriate number of weekend is ready for the picture to be taken on Friday morning. Banner and numbers are in cabinet in storeroom.

When possible, enlist the Floater/Supply Chas when filling drink orders after rollos.

Maintain the podium table in rollo room, changing candles, checking tissue box, supplying fresh water glass. Make sure signs, etc are put on easel next to rollo table at appropriate times. **Refer to weekend schedule throughout weekend to prompt you.** Decorating of the table is done by someone who has been previously designated by the rector or head cha.

Coordinate with Floater/Supply chas in running errands to the store as the need arises, usually to Wal-Mart.. Check with the various cha areas and the kitchen before you make a run to the store to see if they need anything. The weekend couple provides cash for this purpose. The kitchen has their own money provided by the Secretariat. It is important that everyone running errands knows to keep track of receipts since all receipts and left over money has to be turned in to Secretariat on Sunday. It is best to try to limit trips to one or two per day maximum. It is a good idea to post a shopping list for chas to use that shows item needed and the person who requested it. Ask chas to use list to make their requests.

You are often designated as the Medication Cha. This means making sure that candidates who take prescription medications are able to take them at the proper time. **Please check with rector in advance of weekend IF he/she would like for you to handle this and HOW he/she would like to handle it.** The preferred way of handling this, in order to avoid any liability on our part, would be to explain to the candidate that they should keep her own medication and their watch out of sight and keep track of the time themselves. It would be a good idea for you to find out what his/her medication schedule is so that you can make sure he/she has water to take it with in advance, since it might be during a rollo. It may also be helpful to remind hem/her when the time is coming up in case he/she is distracted at any time. Regardless of the plan, the candidate should always keep his/her medication in their possession, not a team member's.

Help Palanca Chas put General Storeroom Letters on wall in rollo room following Divine Aid Rollo while candidates are in chapel.

Offer to assist table chas in the rollo room when candidates are in chapel, at meals or at the end of day in straightening tables and chair, discarding trash, distributing Storeroom, etc.

Line hall when directed by Assistant Head Cha.

Keep storeroom door closed at all times

On Saturday night before dinner, provide serenaders with candles and lighters for the candle lighting following serenade. Also before dinner on Saturday, light the cross on the hill outside rollo room. The switch to turn the cross on is located in back left corner of the rollo room. Locate the switch and the candles prior to Saturday so you are ready. The candles are usually stored on top of the cabinets in storeroom.

Check with Rector in advance of weekend about where to set up for Cross Ceremony on Sunday, since it is your responsibility to set up for this. It is usually a time saver to set it up in the rollo room on the rollo table, but sometimes the Rector requests that it be done in the chapel. If so, you do not need to set up chairs in the chapel. It is a brief ceremony at the end of weekend. Setting up for this is done during the time that the candidates are reading their letters. It is in the schedule that way. The easiest way to set up for this is to use the cross with 6 pegs to hang each table's crosses on. There are also six pockets or slots on the cross for you to put the growth guides that have been collected from each table. The growth guides should all have the candidate names on the front so that Rector can easily call out each candidate's name for her to come forward during ceremony. However you set it up, the crosses and the growth guides should be set up or laid out by table, six groups of crosses and growth guides in all.

At end of weekend, you must remain on the campground until your area is clean, trash emptied and cans turned upside down and supplies are inventoried and returned to the appropriate shelves in the storage closet. Please follow instructions given to you by the weekend couple. They will be there to answer any questions and to approve your area once you have completed your inventory and take down list.

Training Module 3

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

Training Module 4

This module is designed to review all supplies that Storeroom 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. The individual items are listed in the Storeroom Cha Job Description.

Training Module 5

This final module is to review any items that still may be in question. The Head Storeroom Cha should use this time to review any questions that the Storeroom Chas may have. Also if a Storeroom Cha has dropped from the team and a new one added,

then the Head Storeroom Cha should use this time to bring the new person(s) up to speed.

Final Review and Questions

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