

ADDITIONAL INSTRUCTIONS FOR HEAD CHA

1. You and the Assistant Head Cha must plan to be at the campground on Wednesday evening to meet with the Secretariat Weekend Couple for necessary instructions. You may stay the night if you like.
2. Have the Team's name tags arranged alphabetically on the check-in table at the campground to be given out when they arrive.
3. Coordinate with the Head Dorm to assign two Dorm Chas to go the Send-Off with the luggage tags. They will be responsible for seeing that the tags are properly attached to the candidates' luggage as they check in.
4. Coordinate with the Head Palanca Cha to assign someone to go to Send-Off to pickup the Palanca and take it to the campground. There will be A LOT.... you'll need two large vehicles. The Secretariat Palanca Couple will be there to help and give direction.
5. Make sure you have plenty of copies of the Weekend Schedule. You will need to give one to: Each section head, Head Kitchen, each Gopher Cha, each Spiritual Director, the Rector, yourself, Assistant Head Cha, Rover and BUR.
6. The Head and Assistant Head Chas are to stay after "closing" to walk through the building with the Camp of Colors Representative. It is the responsibility of either the Head or Assistant Head Cha to take home any "lost and found" items. These may be posted to the Web site.