

Head Floater-Supply Training

- Read your entire manual – most questions will be covered in the manual.
- You can use the ARC office as your home base during the weekend.
- There is a clipboard with a “supply needs” listing on the counter for your use. Walmart/Sam’s are the stores used for most purchases. Directions to the Ooltewah Walmart are included in your book. A Tax Exempt form is also included for your use. You will need a small card to show the cashier at Walmart in order to purchase items as tax exempt. Check the bulletin board in the ARC office to see if any of these tax exempt cards are already available for you to use. If not, on the first trip to Walmart, you must go to the Service Desk and present the Tax Exempt form and get a small card to show the cashier before you check out items to keep from paying sales tax. You must present the card to the cashier prior to them ringing up the first item. The Weekend (WeekendCouple@tdsetn.org) and Food Couple (FoodCouple@tdsetn.org) have a tax exempt Sam’s card that is not transferable. If expensive items are needed at Sam’s, please contact them.
- Check with each Area Head at least twice a day to determine their needs and make a shopping list. A request form is included in your book and can be posted in the Office for area heads to write down their needs. The Head Floater Supply Cha then takes the shopping list to the Assistant Head Cha for approval and receives money from the Team Fees to make the approved purchases. Purchase receipts and change are returned to the Assistant Head Cha. Attempt to combine as many trips away from the facility as possible by making one morning and one afternoon trip. Be available to make emergency trips as required.
- Check with the storeroom when office supplies or medicine are requested to see if they have it before your purchase more.
- All purchases must be approved before leaving the camp by the Assistant Head Cha and all receipts/monies are turned back into them.
- Get a prayer cha to pray over you before you leave and upon returning to the camp.
- You are to be in close contact with the storeroom and assist them by making coffee, getting ice, supplies from the kitchen, etc.
- You are not a team member errand person.
- Dispose of Rollo room, storeroom and office trash daily.
- If desired, you may be reimbursed for fuel used during the weekend up to \$25. A receipt is required, so it is suggested you start with a full tank, and fill up again on Sunday for a receipt for what you used, up to \$25.
- Complete debriefing form and do not leave the camp until you have checked off with the Assistant Head.