

Head Palanca Training

- Read your entire manual – most questions will be covered in this manual.
- Check with the Rector for any specific wishes regarding delivering palanca.
- Only 1 skit per day –3-5 minutes. Can dress each time & enter singing, etc.
- Present palanca during poster time not discussion time - may be asked to deliver palanca to fill in time – be prepared.
- Read all notes & show a sample of the Palanca before any Palanca is distributed. The Table Chas can help distribute if desired. (Do not read unrevealed professors names, or deliver if their name is on the palanca)
- Save all palanca notes and a sample of each piece (if possible) for the Rector. You can collect in a box and deliver to their room on Sunday after your last Palanca delivery.
- Prayer chart - talk with Palanca Couple (PalancaCouple@tdsetn.org) about pickup and delivery. Obtain a clean copy to use for sign ups from the Head Cha. Keep a copy of the completed form so you can make reminder cards for the team of what times they have committed for. Deliver at last team meeting or for men's, you can place it in the team Sunday bags.
- Apply “blue painters tape” to the front of the mail slots before applying labels. You can then just pull off the tape after completion.
- Check with Rector about who is making the weekend banner.
- Two (2) palanca Chas at sendoff at 6:30 on the Dorm end. Have palanca boxes to put loose letters and items into.
- Palanca bags are furnished by the Weekend Couple. Contact them (WeekendCouple@tdsetn.org) if the bags are not at the ARC on Wednesday.
- Ask Rector about preference for Rollista's and Spiritual Director's corsages, flowers or boutonnières.
- Notify Rollista's spouses for any special palanca.
- Palanca may not be delivered to one Candidate – if a sponsor brings something, ask them to deliver it personally after closing.
- **No surprises for the Rector!** They should be informed of all events that will take place on the weekend. There should not be any skits, etc. on the weekend that the rector has not approved. Please advise the Rector if anyone approaches you about an unscheduled event.
- **All skits must reviewed and approved by the Back-Up Rector (BUR) before being presented.** This includes Palanca skits, they must be appropriate for the team, the rector and candidates. Additionally, this includes any activity incorporating videos taken on the weekend or from YouTube type media. In any case, photos/videos must be deleted from all devices before the weekend is over. The Assistant Head Cha will verify that this has been accomplished.
- Ask the Rector before the weekend if they have a preference of which banners to hang in the halls. They may have a specific one they would like displayed as you come out of the Conference Room. There is a notebook with banner photos in the desk in the Palanca Room.

Head Palanca Training

- You may receive up to \$25 for supplies – turn in receipts to the Assistant Head to be reimbursed.
- Be sure to clean up the Palanca Room, empty trash and turn can over when closing down your area.
- Complete debriefing form
- After closing, return to your area and do not leave the camp until you have signed off with the Assistant Head and the weekend Couple. Remember, you must bring the banner from closing and put it in the closet.
- Discuss Palanca at team meetings – deliver individual Palanca at team meetings not on the weekend. Team may deliver their own Palanca notes to the team on the weekend by placing them on the team member’s bed. Palanca on the weekend should be focused on the candidates, and the kitchen for the whole team. You may deliver “bed” Palanca if it is for the candidates and team.
- Encourage Palanca letters to be turned in early in the weekend, not on Sunday after lunch. Also, discuss with the team to not put notes or letters in the mail box slots, but leave them on a table or in a drop container.