

Head Dorm Training

- Check with Rector to see if they have a preference for which Dorm Chas should be assigned to the candidate dorms.
- Candidate Dorm Chas should be open and available to candidates at all times. If a candidate comes to you sick or with an issue, quietly take them to a place while immediately sending word to the Assistant Head Cha. Attend to them if they are sick or get someone who can. If a Spiritual Director is needed, get one. Inform the Prayer Chas for prayer coverage.
- Candidate Dorm Chas must stay in their dorm at all times when the candidates are in the rooms unless they have someone to cover for them.
- Dorm Chas are to take turns being available at the Rollo room hall bathrooms to help maintain supplies, and help with the candidate's whereabouts and help with head counts for the Assistant Head Cha. (Make a schedule if necessary)
- Do not close down the Conference Hall restrooms until the cross service begins on Sunday. The outside restrooms are to remain open until after closing. You are also responsible for keeping the outside restrooms supplied and clean. It is suggested that you keep them locked except for send-off, serenade and closing times.
- You are responsible for making sure the Spiritual Directors are awake....double checking with them after the Prayer Chas have awakened them. Always knock and never go into their room without being invited in. (For women's weekends, always have two team members.)
- Head Dorm Cha awakens his dorm and the other Dorm Chas so they can awaken their dorms. Some Dorm Chas may not be sleeping in their assigned dorm. Take a good alarm clock with you!
- Make sure all lights are off in the team dorms, candidate dorms, hallways and Rollo room at night. Night lights are available from the Weekend Couple or storeroom if desired.
- Make the dorm assignments for the team and candidates, mixing churches and ages in each dorm. Give lower bunks to candidates and team members who are older or have health issues. Try to give speaking professors lower bunks if possible. Have a signup sheet at team meetings for lower team bunks, limiting the requests to medical/physical needs.
- All Dorm Chas at ARC for send-off outside dorm end to assist with luggage. Set Up team may assist on Women's weekend.
- Be sure to color code the back of the candidate nametags (green or blue) before send off. The Pre-Weekend Couple will give the nametags out as they check in. Color code the back of the professors nametags also (red).
- Check with the Weekend Couple (WeekendCouple@tdsetn.org) to see if there is extra bedding at the camp (sheets, pillows, blankets). Bedding for the Rector room and Spiritual Directors room is available at the ARC. You are responsible for washing this bedding on Sunday morning. Coordinate use of the washer and dryer with the Kitchen.

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- ❑ May decorate the tables in the dorms but **NO CANDLES** are allowed in the dorms at any time.
- ❑ A Dorm Cha needs to be at the camp on Wednesday prior to the team's arrival to prepare/mark the dorm and bed assignments for all team and candidates. You can obtain the weekend visual from the Head, Assistant Head, or Media Cha.
- ❑ Make sure that the candidates do not take drinks to the chapel in the mornings.
- ❑ Sit close to the dining hall doors and watch for candidates that may leave during meals...check on them if they do.
- ❑ Make sure each candidate's entire luggage set is on top of their bed. Two Dorm Chas (or Take Down team on Women's weekends) should get the bags for the sponsors and take them to the door.
- ❑ Bath mats may remain out from the men's weekend, but are to be taken to the Weekend Couple's closet after the Women's weekend.
- ❑ No dorm cha may leave the camp on Sunday until you have checked their area.
- ❑ You may not leave the camp on Sunday until you have signed off with the Assistant Head Cha and the Weekend Couple
- ❑ You may be reimbursed up to \$25 from the Team Fees to help cover expensesturn in receipts to the Assistant Head Cha to be reimbursed.
- ❑ Sunday's are very busy for your area. You may want to consider furnishing some refreshments for your team.
- ❑ Your team is not to go to closing until they are complete with their duties.
- ❑ It is best not to assign yourself to the Kitchen Dorm.
- ❑ Check with the Rector for preferences on morning coffee and juice, and Saturday night refreshments/coffee bar etc. after Chapel.
- ❑ Be sure to complete a weekend debriefing form and turn it in before leaving on Sunday.
- ❑ You and your Chas are to observe the team members in the Dorm areas and gently ask anyone using a cell phone to put it away until after closing. If this becomes a problem (continued usage) after asking them, report the incidents to the Assistant Head Cha who will report it to the Secretariat Representative on the weekend. Be sure to note the incident on your debriefing form.
- ❑ This is a busy service area – remember to smile!