

## **General Instructions for all Heads, Professors, and Team**

- Team Palanca – to lessen the load on the Palanca Chas during the weekend and keep from alienating those team members who do not receive any Palanca, give out any personal Palanca you desire at a team meeting. You may give notes, etc. on the weekend. You may give a professor a small token prior to their talk if desired. The Palanca Chas will take care of the delivery to them on the weekend.
- Be sure to have candidate letters to the Palanca Chas by Saturday night.
- On the weekend, be sensitive in use of the handicap restroom in the Dorm hallway. If you are not handicapped, please use the restroom in your dorm. You may tie up that restroom when someone who **is handicapped really needs that facility. Dorm Chas help police this.**
- **Prescription drugs – do not give out any prescription drugs. If anyone, team or candidate, is on any medication that must be dispensed at a particular time, please let the Special Medication Cha know. They will come and remind the team member or the candidate of the time. The same applies if you are on a diabetic or medically necessary diet. Please tell the Special Food Cha.** OTC medications can be obtained from the Storeroom.
- Send-off at ARC process – You do not attend send-off unless you have a candidate there that no one else is there with. Explain new process.
- On Sunday morning – put your belongings on your bed or take to your vehicle.
- Parking – unload your belongings and move your vehicle to the fence in the grass to allow for room for send-off, Serenade, and closing. Do not move your vehicle back up to the building on Sunday.
- Take any concerns about any particular candidate situation to the Asst Head Cha/Head Cha/Rector ASAP.
- No one who is not a team member may attend a team meeting, with the exception of Secretariat members who are speaking to the team. No non-team member may listen to the practice talks given at a team meeting.
- **All skits must reviewed and approved by the BUR before being presented.** 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.
- Let me make it clear, there is to be no cross dressing for kitchen and Palanca skits. You do not know who may be dealing with that issue. The same thing goes with singling anyone out for any type of handicap or highlighting any ethnic background. If in doubt, do not do it.