

Tres Dias of Southeast Tennessee Head Floater Supply Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

Floater Supply Cha Duties and Responsibilities

On the Weekend your primary responsibility is purchasing all supplies that are needed once the Weekend begins. The Floater Supply Chas are the only Chas that are permitted to leave the facility once the Weekend has begun, unless the Rector grants special permission. You should use the Office as your home base during the weekend.

1. Check with each Area Head at least twice a day to determine their needs and make a shopping list. A request form is included with this 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. This may be done on a daily basis if desired.
2. 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.
3. Before leaving the facility, go to the prayer room to have the Prayer Chas pray over you. When you return to the camp, go directly to the prayer room to have the Prayer Chas pray over you again. The prayer covering for the camp should never be broken.
4. It is a Tres Dias Policy that no personal purchases will be made for individual team members unless it is an emergency. The Head Floater Supply Cha should make an announcement at the Team Meetings stating this policy; however, be sensitive to Team emergency needs that arise.
5. Wal-Mart/Sam's are the stores used for most purchases. Directions to the Ooltewah Wal-Mart are included in this book. A Tax Exempt form is included for your use. The first trip to Wal-Mart, 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 (Cards from previous weekends are kept on the Office Bulletin boards and can be used). The Weekend and Food Couple have a tax exempt Sam's card that is not transferable. If expensive items are needed at Sam's, please contact them.
6. 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.
7. Assist any areas needing help during the weekend – **FLOAT**. Example - the Table Chas may need help in filling drink orders for the Candidates after each Rollo, kitchen may need help in set up or cleaning, etc.

8. Work closely with the Storeroom Chas to provide the Team and Candidates with requested supplies.
9. Check with Dorm Chas to determine if you will be needed to help with the Candidates' morning or evening drinks. The Dorm Chas are responsible for the setup but may require supplies or assistance.
10. Sunday morning pack and put away all your personal belongings and put them on your bed so that Dorm Chas can clean and vacuum.
11. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.
12. You are to be available to direct Serenaders to available parking on Saturday evening.

Daily Responsibilities

1. Start each day with prayer.
2. Make sure ice chests in Storeroom are full.
3. Check with each Area Head to determine required purchases. Be sure to get proper approvals before making any purchases.
4. Check with Candidate Dorm Chas to determine Candidate purchases.
5. Check purchase list in the Office for needs.
6. Compile a final purchase list and check with the Storeroom to see if these items are on hand.
7. Take your final list of necessary items to the Assistant Head Cha for approval and funds.
8. Go to the Prayer Room and have the Prayer Chas pray over you before leaving the camp.
9. Make required purchases keeping personal lists and monies separate from Team purchases and monies.
10. When returning to the camp, go directly to the Prayer Room and have the Prayer Chas pray over you. Do not break the prayer covering over the camp, as you are the only ones leaving the camp during the Weekend.
11. Give receipts and change from the Team purchases to the Assistant Head Cha. This may be done at the end of the weekend or daily.
12. After making all necessary morning purchases, go to the Storeroom and check with the Head Storeroom Cha to see if your help is needed serving Candidate drinks, refilling the ice chests or emptying garbage. The ice

machine is located in the kitchen. Garbage is located outside in front of the building.

13. If not needed in the Storeroom, go to the Assistant Head Cha for instructions or additional duties.
14. Be available to help the Palanca Chas put up Palanca Letters after the Holy Spirit Rollo while the Candidates are in the Chapel.
15. Always line the hall with the other Chas and smile as Candidates move from place to place.
16. Help tidy up the Rollo Room at lunch and after evening Chapel.
17. Check with Dorm Chas to see if your help is needed serving the evening or the next morning's drinks to the Candidates.
18. Check the phone in the Office frequently during the day up to the nightly team meeting for any messages that may have been left. Pick up the receiver and listen for a broken dial tone, which indicates a message has been left. Instructions for retrieving the message are printed on the side of the filing cabinet by the phone.
19. Attend the Team Meeting each night after Chapel.
20. End your day with prayer.

Order Form for Floater/Supply Cha

AREA _____ DATE _____ APPROVED ASSIST. HEAD _____

Requested by	How Many	Item	Description	Brand	Size	Pkg. Color <small>(If you Know)</small>	Other Misc. Info <small>(Where might we find them in the store)</small>	\$ Cost <small>(Estimate high)</small>	Okayed by Area Head

Amount given to Floater Cha \$ _____ by _____

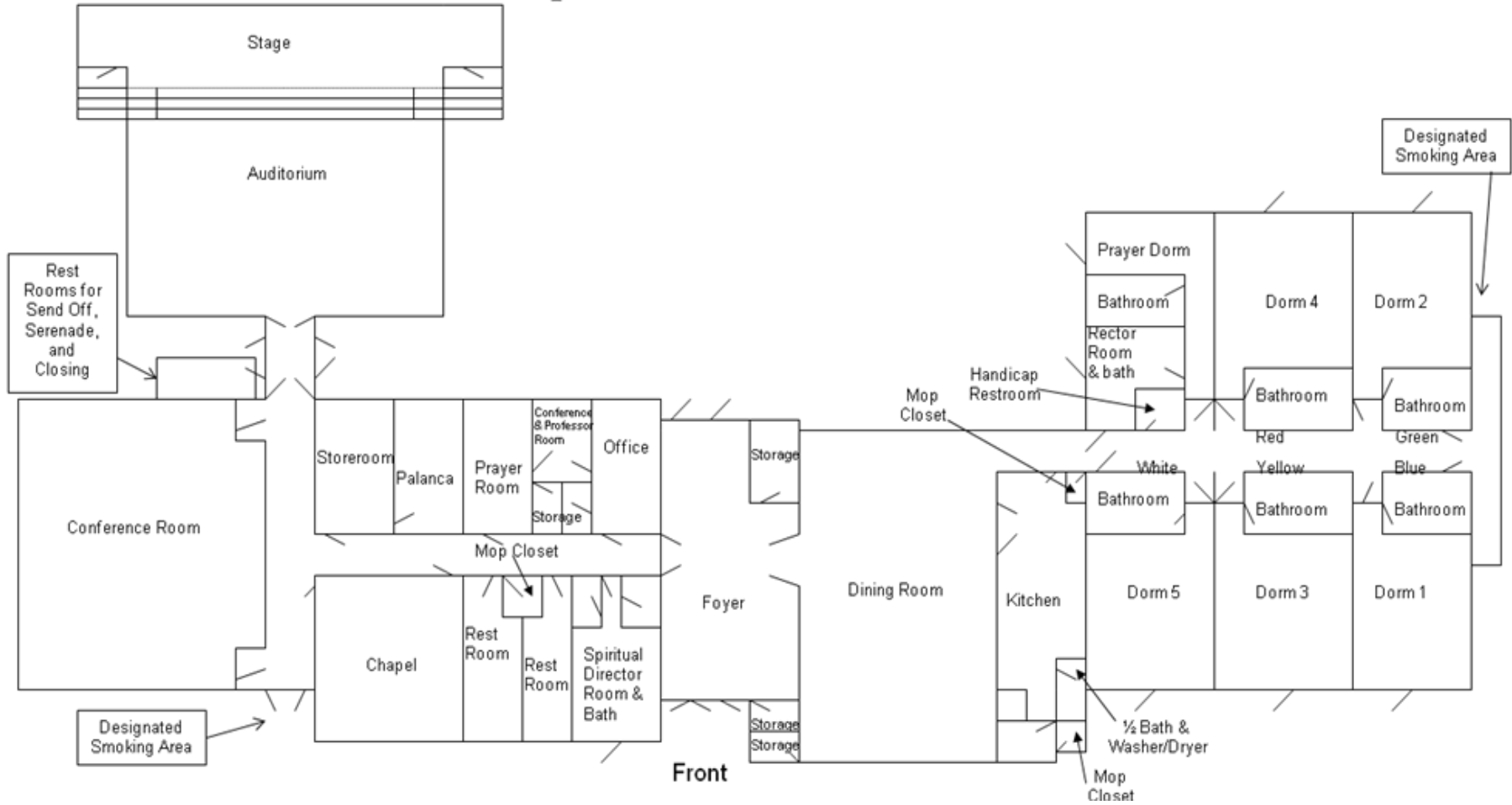
Change given \$ _____ to _____

Receipt given to _____

Please give us plenty of descriptive information so we can select the specific items you wish!

Please fill out sheet with item(s) needed. Then place money in envelope with name and amount of money on envelope.

Apison Retreat Center



Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # _____ (Men _____ Women _____)

Area _____

Name

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX CERTIFICATE OF EXEMPTION

TRES DIAS OF SOUTHEAST TENNESSEE, I
PO BOX 22781
CHATTANOOGA TN 37422-2781

Effective Date: July 1, 2015
Exemption Number: 780077123
Expiration Date: June 30, 2019
11506 CLD EAST BRN RD UNIT 10
ARISON TN 37408-0006

The Tennessee Department of Revenue has issued a tax exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law, Tenn. Code Ann. § 67-8-322 gives the Department the authority to allow this organization to make tax exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name _____
Address _____
City _____ State _____ Zip _____

I, _____, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

Under penalty of perjury, I affirm this to be a true and correct statement.










Print Name of Organization _____

Print Name of Purchaser _____

Signature of Purchaser _____ Date _____

Directions to the Ooltewah Wal-Mart

A: 11206 Old East Brainerd Rd, Apison, TN 37302-7506

- | | | |
|--|--|--------|
|  | 1: Start out going SOUTH on OLD EAST BRAINERD RD toward PARK PL. | 0.0 mi |
|  | 2: Turn LEFT onto PARK PL. | 0.1 mi |
|  | 3: Turn LEFT onto BILL JONES RD. | 0.4 mi |
|  | 4: Turn RIGHT to stay on BILL JONES RD. | 0.0 mi |
|  | 5: Turn LEFT onto APISON PIKE/TN-317. | 2.7 mi |
|  | 6: Turn LEFT to stay on APISON PIKE/TN-317. | 0.0 mi |
|  | 7: Turn RIGHT to stay on APISON PIKE/TN-317. | 1.7 mi |
|  | 8: Turn RIGHT onto LITTLE DEBBIE PKWY. | 1.6 mi |
|  | 9: End at 5588 Little Debbie Parkway Ooltewah, TN 37363 | |

Estimated Time: 12 minutes Estimated Distance: 6.64 miles

B: Wal-Mart Supercenter: 5588 Little Debbie Parkway, Ooltewah, TN 37363,
(423) 238-1036

Total Time: 12 minutes Total Distance: 6.64 miles