

Assistant Head Cha Training

- You have been called by God to be His timekeeper for this weekend. You will be taking care of Organization and answering questions of the team on the Weekend.
- Read the entire training manual – both Head and Assistant Head – this includes reading the duties of each area head. Don't assume that you know the job because you are an experienced person – changes are being continually made to the books. The area heads will come to you on the weekend to answer their questions and concerns.
- You are responsible for collecting and keeping track of all the team and weekend fees, recording attendance at team meetings and keeping track of scholarship donations and requests. (Obtain attendance form and scholarship form from Rector/Head Cha or by downloading it from the community website).
 1. You will keep track of all finances on forms provided either by the Secretariat Treasurer (Treasurer@tdsetn.org) or downloading them from the website (tdsetn.org). Contact the treasurer to discuss the process and get the forms. When you talk to the Treasurer, find out when you will receive the \$150 for the Head Kitchen and the \$100 emergency money for the Weekend.
 2. The Rector will receive \$200 from the Secretariat Treasurer prior to the weekend for out of pocket expenses. The Rector will be responsible for providing you or the Secretariat Treasurer with receipts. Talk with the rector for their preference.
 3. Give the Head Kitchen \$400 cash from the Team Fees (which comes from the \$20 collected from every team member) as soon as possible. They are responsible for providing you with receipts by the end of the weekend totaling \$400 or refunding the unused portion of the money.
 4. The following area heads may be reimbursed up to \$25 for weekend expenses after providing you with receipts – Chapel, Dorm, Prayer, Floater, and Palanca. If more than \$25 is to be reimbursed, it must be pre-approved by you.
 5. The remaining Team Fees are to be used to reimburse approved expenditures accompanied by receipts. You may not reimburse anyone without a receipt. Unused monies are turned into the Secretariat Treasurer as soon as possible after the weekend.
 6. Scholarships must be documented on the appropriate Scholarship form, approved by the Rector, and accounted for. Money collected for scholarships must be accounted for separately from team fees. Excess monies and the approved scholarship forms must be turned in to the Treasurer with the final team accounting. Check with the Treasurer if scholarship funds are needed, as any excess from previous weekends may be available.
 7. The Weekend Fees (\$120 per team member with the exception of the Rector and 3 Spiritual Directors) are turned into the Secretariat Treasurer and is not used by the team. All team members pay the \$20 team fee.
 8. You must approve all purchases made by the floater supply cha prior to the purchase.
 9. Be sure to have all team members park off of the paved area and away from the building prior to the 6:00 pm team meeting.
- Remember you are there to assist the Rector and Head Cha but remember the Rector will do the decision making. Be very familiar with the Rector's options and special instructions regarding the script and schedule for this weekend.
- You are to assist the Rector in training of the team members during the team meetings. (When making the team meeting agendas with the Rector and Head Cha, write down which area you will be training at each meeting.)

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- Assist the Head Cha in making the team books, forms, and nametags. Decide who will take these items to each team meeting.
- Write out your list of announcements for each team meeting.
- Be sure to have all team members park off of the paved area and away from the building prior to the 6:00 pm team meeting on Thursday of the weekend.
- Get preprinted podium questions from the Head Cha on the weekend for closing.
- Get 75 copies of the team and candidate list (Community Handout) from the Head Cha to pass out at the Thursday night team meeting.
- The Media Cha will finalize the team & candidate weekend Directory with any corrections and table assignments after the Thursday night team meeting and Friday morning directory sheet corrections. The Media Cha will give the Fourth Day Couple a corrected copy on Friday morning when they come to the camp to take the weekend photo. It is strongly encouraged to prepare the Weekend Directory ahead of time after the candidates are assigned to their tables (Monday or Tuesday). The Media Cha will be sure to remove the “professor label” from the pages before printing them out for the table review on Friday morning. A computer and printer are available in the ARC office. Bring the directory on a memory stick or CD. Any special cover desired by the Rector must be printed off ahead of time and given to the Fourth Day Couple when they pick up the Directory on Friday morning.
- Stay in your designated area – it is easier for the team to find you. Use the floater and gophers to run your errands. Use walkie-talkies to communicate with the Head Kitchen. There is a baby monitor that you can obtain from the Storeroom and use to hear the Chapel visits.
- Report all matters relating to a candidate immediately to the Rector – make no decisions concerning a candidate. Follow the approved chain of command for all other matters and encourage the heads to do likewise.
- **Do not plan 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.
- Should an issue arise regarding policy and procedure, inform the Secretariat Representative on the team. They will make a decision in line with TDSETN Policy and Procedures. If needed, they will reach out to the Leaders Person or Chairman for guidance.
- **All skits must reviewed and approved by the Back-Up Rector (BUR) before being presented.** This includes Palanca and Kitchen 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.
- No cross gender dressing is allowed, you do not know what a candidate or team member is or has gone through, and it may offend. This applies to Kitchen as well as Palanca.
- Cell phone usage on weekends – It is our policy that cell phones should not be used on weekends. The Assistant Head Cha and Floater Supply Chas are the exceptions. If for emergency reasons a team member or Candidate must use their cell phone, it should be limited, and done in private away from all weekend activities.

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- If a TDSETN Team chooses to create a Team Facebook page, they should observe the same guidelines as followed by TDSETN when posting any information about TDSETN on social media sites. A TDSETN Team Facebook page is a representative of the TDSETN community at large.
- Keep up with the actual starting and ending times of the events on the weekend. Give this record to the Leader's Person ASAP after the weekend. This should be done at closing or in a couple of days following the weekend.
- Be at the camp on Wednesday to open the camp and check the supplies with each Area Head. To obtain a camp key and alarm code for your use during team meetings and the weekend, call the camp manager. If camp supplies are missing contact the Weekend Couple (WeekendCouple@tdsetn.org).
- Complete a debriefing form, and collect debriefing forms from all area heads. Turn them in to the Rector or Leaders person ASAP after the weekend.
- You are responsible for closing down the camp. The closing walk through will be done with the Weekend Couple. Contact them at any time during the weekend that you have a question concerning the procedure. They will provide you with an updated check list before the weekend. The current check list is available for download from the community website (tdsetn.org).