

HEAD DORM

The Head Dorm Cha has the responsibility of training the Youth Assistant Head Dorm Cha to assume some of the leadership responsibilities on the weekend and the training of the other dorm chas as to their responsibilities.

Dorm Chas are responsible for everything pertaining to lodging facilities, including:

- Assigning and identifying rooms for both team and candidates. Seek the Directors wishes for team room assignments.
- Assigning one (1) adult Dorm cha to sleep in each of the candidate dorms.
- Seeing that the candidate's luggage gets to the proper bed.
- Keeping all dorms (team, candidate, and Spiritual Director) clean and neat throughout the weekend - freshening bathrooms, replenishing paper supplies and emptying wastebaskets.
- Waking the candidates each day.
- Making coffee in the morning, preparing hot water for cocoa and/or tea.
- Making sure all candidates leave the dorm rooms promptly for morning chapel.
- Remind candidates to take a sweater or jacket when they leave.
Make a reminder sign for the door so they see it as they leave.

You are encouraged to do any extra "niceties" that you can to make the dorm attractive and pleasant for the candidates.

Make yourself visible to the candidates - you are the ones they should come to for anything they may have forgotten. Head Dorm should assign some of the Dorm Chas to sleep in the candidate dorms.

On Friday night, when the candidates come to the room to make their beds, mingle with them while they are making their beds, see if there is anything they need, and make sure they return to the conference room promptly when the bell rings.

On Friday and Saturday evenings, after the candidates have come to the room for the evening, allow a reasonable amount of time before turning off the lights. Be sure to give a "five- minute warning" before turning off the lights.

If a team member wants to talk or do palanca, they should go to the dining room.

If a candidate wants to talk to someone for counseling, help them find a Spiritual Director. If they want to just "chat", encourage them to go to bed because they will need their rest for the next day.

Remember that yours is the first face they will see in the morning and the last one they will see at night - so SMILE.

Be ready at all times to minister the love and grace of Jesus Christ to someone in need.

BEFORE THE WEEKEND BEGINS:

It is your responsibility to assign rooms, make a sign for the door, and label the bunks for candidates. Color code the rooms and luggage tags. Use a different color for each room and the same color for the luggage tags for everyone in the same room. Be sure to mix schools, churches, etc

On the Young Womens weekend; the Women Kitchen Chas, Gopher Chas, Speakers and Prayer Chas should be in the Dorm on the south side of the Kitchen. Men kitchen Chas should be in the Dorm directly opposite the one closest to the Chapel. Candidates and professors are in the Dorm on the right (of the conference room). The Director, Head Cha, Assistant Head Cha, Youth Director, Observing Director, Council Representative, Bud and what ever other section the Directors requests will be in the staff house. Palanca Chas, Rover Chas, Chapel Chas and Music Chas will be in the Dorm on the North or left side of the Conference room. The Palanca room is the last quad on the right and the Palanca Chas should be in the last quad on the left. Chapel Chas and Rover Chas the first quad on the right. Music Chas in the first quad on the left.

On the Young Mens weekend, the Kitchen Chas, Chapel Chas, Gopher Chas and Prayer Chas are in the Dorm closest to the Chapel. The women Kitchen Chas are in the Dorm directly opposite on the right close to the Kitchen. The candidates have the first Dorm to the right as you enter the campground. The Palanca Chas, Rover Chas, Music Chas and Speakers are in the Dorm on the left of the Conference room. The Director, Head Cha, Asst. Head Cha., Youth Director, Observing Director, Council Representative, BUD and Spiritual Directors are in the Staff House. The Spiritual Directors may wish to sleep in the Kitchen Dorms.

Always double check with the Director to see if there are any changes.

Make sure the luggage tags are ready and in place in the Candidates Dorm at send off by 4:30pm on Friday. Arrange them alphabetically so they will be easy to find. Have at least two stick-on and at least two tie-on tags for each candidate.

Make name tags for the room doors and beds for the team. Have them in place by noon on Friday. Request during team meetings that if a team member needs a bottom bunk they get their name on a sign up sheet. On most teams, you assign rooms, and the team members pick their own beds.

Work with the Head Cha to label the back of the candidate's name tags so they will know which room they are in. Also put some kind of marking on the back of speaker's tags.

You should be there for setup on Thursday night to clean the dorms. You will need to vacuum/sweep the floors, clean **ALL** bathrooms, and make sure they are stocked with paper supplies. You might consider putting air fresheners in the rooms and bathrooms.

Cleaning products and air fresheners will be provided by Vida Nueva, but you should bring your own scrub brushes, sponges, etc.

Bring a bell or alarm clock of some type to the weekend for waking the candidates.

A suggestion: a nice idea for palanca is to provide plastic bags for wet towels and/or dirty clothes. These could be placed on the candidate's beds on Saturday night.

FRIDAY:

Tagging luggage. Put a sticker with the candidate's name on the bag. All dorm chas need to help with luggage at check in.

Be at the reception to be introduced to the candidates. Lead the candidates to their dorm after introduction. Help them when they make their beds.

When the bell rings (approximately 20 minutes) after the candidates arrive to make their beds; have them return to the conference room. Do not let anyone leave early. Remind them to take a sweater or jacket with them. Make sure they all have returned, then you may go back to the conference room if you like.

DAILY:

Wake the candidates GENTLY. Go back in five/ten minutes to make sure that everyone is up. Check with the Director to see if he/she has a preference for how you awaken the candidates (i.e. music, singing, a bell, etc.)

You may want to assign particular candidate rooms to a specific dorm cha for wake-up, cleaning, etc. This way the candidates can get use to one face and may find it easier to ask for help and forgotten items.

It is a good idea for the dorm cha to be near the door as candidates are leaving the room to remind them about their nametags, pilgrims guides and a sweater or jacket, and/or just smile and be friendly.

Clean the bathrooms, replenish supplies, empty wastebaskets (including staff house & conference room bathrooms, all other dorm bathrooms, and bathroom outside the kitchen) (except for the mens dorm-on a young womens weekend & the womens dorm on a young mens weekend).

Tidy up the sleeping rooms, pick up trash, empty wastebaskets, make up any unmade beds.

Do NOT let Palanca Chas put out any palanca until after the God - Community of Love talk. Do NOT let Palanca Chas put Friday night bed palanca on the bed of team members sleeping in the candidate dorms.

Coordinate with the Director if, and how, the Sunday Morning Serenade is to be done.

SUNDAY:

On Sunday morning, make sure everyone's luggage is tagged and on their beds. . - it is a good idea to use large (30 gallon) trash bags to put all the little things in that tend to get separated. You will need to begin cleaning the dorm right after breakfast in order to be done by closing. Have someone remind community members to get candidates luggage BEFORE closing.

You may want to move all luggage to the front of the rooms for pickup, so you can clean the rooms. If you do this, try to put the luggage in alphabetical order and to keep each person's belongings together. You can use the Set up/Take Down team to help move the luggage.

THINGS YOU MIGHT WANT TO BRING:

- Alarm clock(s)
- Extension cords
- Extra pillows, blankets, sheets, towels, etc.
- Good smelling "stuff"
- Small tubes of toothpaste, toothbrushes, liquid soap,
- Shampoo, Cream Rinse and mouthwash, small disposable cups, etc.
- Any other decorative items that will help enhance the atmosphere for the candidates.

DORM TAKE DOWN CHECKLIST

Before leaving your area for the weekend, please do the following and have the Head Cha initial when you have completed the list.

1.	Clean all dorms (mirrors, sinks, soap dishes, shower stalls, commodes) including Spiritual Director and Director's room. Leave the two candidate dorm restrooms open until candidates leave for closing. Close all other restrooms (except for one in each dorm and Spiritual Director restrooms). Good idea to put tape up so they can not go back in. Have take-down team touch up the restrooms during/after closing to make sure they are clean.
2.	Take all trash to the dumpster.
3.	Take any leftover clothing, etc to the Supply Room to give to the Weekend person. Be sure to check under the beds.
4.	Throw away used soap, shampoo, etc.
5.	Take all paper towels, Kleenex, and toilet paper back to Supply Room. Return cleaning supplies and any other VN supplies to the Supply Room.
6.	Have luggage ready to be moved outside (weather permitting).
7.	Vacuum all dorm areas. Be aware of what is going on in the conference room and consider the noise factor.
8.	Turn off all lights and fans.
9.	If AC is on, ask Head Cha where to leave AC thermostate at.
10.	Double check all bathroom stalls, wastebaskets and under beds and closets. Do not Leave any hangers or bed name tags up. Please leave it like you found it.
11.	Head Cha initial here

dorm
12/15/05