

## **General Information For Heads**

Our goal as Heads should be to train our team to function for future VN's, explaining along the way why we are doing what we are doing, including the youth in as much planning as possible, etc. Keep in mind, we are training our leadership for tomorrow.

Our Team meetings are to be hands on training for the weekend. Ex: Table Chas will light candle, lead 5 statements of faith, lead weekend song and lead meditation just like they will do on the weekend. Gophers will pull rollistas, prayer palanca, spiritual head for prayer just as they will do on the weekend etc..

This is why it is so.....vital for each and every team member to be to all of the team meetings. You, as a team member, will not only get to hear and critique each and every rollo that will be given on the weekend, you will also get to hear a lot of the songs, see several of the palanca skits and watch videos that will be used on the weekend. You will get the opportunity to know your section team members and help plan what your section will be doing on the weekend, whether it be decorating, planning skits, learning songs or praying with each other etc. This will create team unity and is a very important part in preparing for the weekend.

This is what we want stressed to our team on confidentiality:

We have a saying here at VN; "What is said on the weekend stays on the weekend." We want everyone to know this is a safe place to talk and share what is on your heart. Regardless of what you share, you will be loved and respected. Each person giving a talk this weekend will be very open and honest with you. We would appreciate that when you leave the campground on Sunday, that you do not discuss with others anything that a speaker or other person at your table may disclose of a personal nature. It is our desire to respect the confidentiality of our speakers and candidates. If at anytime, you share with anyone, that you have been, or are being, inappropriately touched or abused in any way, this would include neglect or abandonment we are legally obligated to protect you. The Florida statue 39.201 requires us to report this by law. Everyone serving you this weekend is here because they care about you, and because we care, we want to help you even beyond the weekend. Please feel free to talk, but just remember, if you're being hurt in anyway, we have to protect you. We love you too much to ignore your pain or your situation.

Legally we can never have 1 adult and 1 person under 18 alone together, unless you are prayer chas walking from 1 building to another;

- 2 adults with someone under 18 is fine or
- 2 under 18 with one adult is fine

It is vital everyone listens and flows with their Head Cha, taking any outside suggestions from other team members, straight to their head cha, before acting on outside instructions. It will then be up to you as a Head to decide whether you need to involve your assistant head you have been assigned to with any of these outside suggestions from other team members etc.

Preparation for Weekend:

Take the long and short schedule for reference and change the short schedule by highlighting what your team will be required to do and add anything from the long schedule that also pertains to your team, and have these new short schedules available to your team so they won't be so anxious about what is going to happen next on the weekend. This will save you a lot of stress and questions throughout the weekend.

When making this new schedule make sure that each team member gets to 1 chapel per day whether it be a candidate chapel (dorm, supply or table chas) or preferably a team chapel whenever possible.

As a head, you need to pray a minimum of once a day with your team;

Find out what rollos team members may want to hear and write in their name behind the rollo so you don't forget to remind them when it is that time on the schedule.

Include any team member that will be pulled for prayer palanca and get their name put with that rollo. (A list will be given hopefully a couple of weeks in advance to you heads)

If your team does not have a lot of duties first thing in the morning, let part of your team sleep in an extra hour till breakfast, if you were up extra late the night before (chapel) try and allow the other half to have a nap during the day if possible.

Request team to have all items off the floor Sun. before breakfast so the dorms can be swept etc. Trash cans will also be emptied and bathrooms cleaned so watch for which bathroom to use as the day progresses.

There will be a time allotted for packing your cars etc. when candidates aren't around only. Team will sit together in designated area against the wall at the closing, not in audience.

Make a list of to do's for each individual day on the weekend for your team and then have them mark off the list when the job is finished. This will help you get a lot of work done quickly without you being disrupted from what tasks you are trying to accomplish.

Example: On Friday for the dorm

- put the names of each candidate on each bed
- put up the tables for refreshments out in the hall
- get the coffee pots set up from the bin etc.

The time to be on the campground for the weekend is: 2:00 pm for all heads and 3:00 pm for all team; This will give you time to unpack and make up your beds and get settled.

Heads need to know time of arrival of their team; Make sure your area of duty is covered if all your team is not there and make arrangements with any late comers; Park cars, after unloading them in the ball field up by the entrance of the campground.

Remind team that they are to be where the schedule dictates and come expecting to serve the entire weekend, we only get to be candidates once. This means you are serving unless given time to socialize by your head, so please come rested; You are a vital part of this team and this weekend takes **all** of us doing our part.

It is mandatory that your head knows where you are at all times on the weekend. Those of you that are under 18, your parents have left your head in charge of you. They are responsible for you and they do not take this lightly.

No one is allowed to leave the campground unless you are a designated rover and even then only if you are given specific instructions to do so.

Cell phones are not to be used unless there is an emergency; Exception to the rule would be if you need to get some palanca letters from someone and please try to get permission from your head first. **Never** talk on phone around candidates no matter where they are on the campground or what activity they are participating in.

No smoking is allowed on the campground.

Dress modestly for the weekend.

There will be no entering or exiting the rollo room during a rollo or during a chapel by any team member unless there is an emergency.

Be extra quiet around the building the candidates are in and please also be aware of when the candidates are outside.

After serenade is over, provided you have no job responsibilities, you can walk your friends or family to their car and visit for 5 minutes only.

Remind the team of what to bring on the weekend:

Make sure you check your “What to bring on the Weekend” list in your team book.

Don’t forget to bring your own snacks, drinks, medication etc. (you are not a candidate anymore)

General Palanca letter (defined in team books)

Team Palanca letter (defined in team books) (list of names given on weekend)

Palanca for candidates (defined in team books)

Candidate letters if you sponsored someone

Please take the above letters and palanca to Palanca area on the weekend

Take food you brought for Friday night reception to kitchen on the weekend