

## SUPPLIES

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### Purpose

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To make sure all supplies are acquired and brought to the facility in time for training set-up.

To ensure supplies are available, and easily accessible throughout the training as needed..

To facilitate in the tear-down process to ensure all supplies that need to be returned or stored are properly put away and transported after graduation back to where they need to be.

### Way of Being

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Thorough, organized, accurate, fast, hardworking, cooperative

### Commitments

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Beyond the arena of character, you will be asked to commit to the following:

1. Attend all team meetings and the Intro to Transformation Workshop and Info Call(s).
2. Be prepared for all meetings and the Training.
3. Participate in weekly team coaching calls.
4. Enroll other individuals to the team.
5. Enroll and register participants to the LEAP Training.
6. Make support calls.
7. Pray regularly for the team, the Trainers, the participants, and the Training.
8. Be a witness.
9. Create value for the team.
10. Do what it takes to accomplish the vision.
11. Knowing the details required within the Job Description of the Room Setup job that will help set your team and training participants up for success

Consider LEAP like a “part-time” job, in a sense, knowing that you will need to set aside other priorities in this season to make LEAP an important part of your daily life.

## Mechanics

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### Before the LEAP:

1. Work with the Sponsor, Team Captain, and Supplies person to ensure all supplies are acquired and transported to the facility in time for set-up.  
Recruit and confirm the participation of transportation, set up and clean up teams. You can have outside grads join the team for set-up and tear-down if needed outside of team members.  
Confirm with the Set-Up Captain about all of the set-up and tear-down plans.
2. Oversee the transport of all equipment and supplies to the LEAP site.
3. Support the Set-Up person in knowing where all the supplies are and making sure they are stored in the training room or in a side room in a way that is organized or out of site, so as to not clutter the room.

### During the LEAP:

1. Support the Set-Up person and the Special Needs person in knowing where the supplies are, and additional team members as needed.

### After the LEAP:

1. Oversee the breakdown of all equipment and the clean up of the LEAP site.
2. Oversee the loading, transport and storage of all equipment and supplies.

The following supplies are the minimum needed to sponsor a training. Depending on the room you rent other supplies may be needed. Consider what additional supplies you might need to obtain to put up signs, setup the room and so on. For example, some rooms do not have variable lighting, so, a minimum of 4 halogen lamps may be needed.

|                              |          |                         |                                                                                             |
|------------------------------|----------|-------------------------|---------------------------------------------------------------------------------------------|
| Spiral Notebooks or Journals | Bound or | 6 x 9 or 8 1/2 x 11     | Participants only — 1 each                                                                  |
| Ballpoint Pens               |          | all 1 color             | Participants only – 1 each                                                                  |
| Stationary Paper             |          | 8x11                    | Encouraging Words, # participants                                                           |
| Extra notebook & pens        |          |                         | 6 boxes of pens for graduation/offering                                                     |
| Easel Pads                   |          |                         | 1 full (large sized pad)                                                                    |
| Easel                        |          |                         | 1                                                                                           |
| Large Markers                |          | Red, blue, green, black | 2 sets                                                                                      |
|                              |          |                         |                                                                                             |
| Gaffers Tape                 |          |                         | 1 roll (to tape down cords on carpet)                                                       |
|                              |          |                         |                                                                                             |
|                              |          |                         |                                                                                             |
| Craft Sticks                 |          | Lifeboat                | (# participants) <sup>2</sup> /8 = minimum                                                  |
| Kleenex                      |          |                         | 1 case (minimum # of participants/2 + 5)                                                    |
| Name Tags / Holders          |          |                         | 1 box of 50 (always 3'x4' clip on badges, plus 1 set of stick-on tags for the ropes course) |
| Tongue Depressors            |          | Graduation Sticks       | # of participants                                                                           |
| Calligraphy Pens             |          | Graduation Sticks       | 2 each                                                                                      |
|                              |          |                         |                                                                                             |
| Batteries                    |          |                         | For mics                                                                                    |
| Tablecloths                  |          |                         | Linen or paper (if facility doesn't provide)                                                |
| Plastic Cups/water bottles   |          | Water Station           | 200 min. for participants(or water bottles)                                                 |
| Insect Repellent             |          |                         | 3 bottles for Participants                                                                  |
| Printer                      |          | For unexpected needs    |                                                                                             |

## Special Needs

|               |                        |             |
|---------------|------------------------|-------------|
| First Aid Kit |                        | 1 kit       |
| Tylenol       |                        | 1 bottle    |
| Advil         |                        | 1 bottle    |
| Band-Aids     |                        | 1 container |
| Tums          |                        | 1 bottle    |
| Kotex         | Regular & Lite<br>Days | 1 pkg. each |
| Tampons       |                        | 1 pkg.      |
| Washcloths    |                        | 5 or 6      |
| Barf Bags     | Small plastic          | 15 each     |
| Cough Drops   |                        | 1 pkg.      |
| Hard Candy    |                        | 1 pkg.      |
| Juice Boxes   |                        | 1 pkg. of 6 |