

ADMIN PRINTED MATERIALS

Purpose

To ensure participants receive correct homework and written materials on every occasion.

Way of Being

Excellent, alert, flexible, ready at all times. DETAIL- FOCUSED! Be prepared!

Mechanics

A. Before Awaken:

1. Ask the Sponsor or Coach who you can call who has previously been the Homework/Written Materials person (even from Awaken trainings were elsewhere) to ground on details of this job.

2. Familiarize yourself with the "Printed Materials" documents found on the Awaken Resources page at

www.gapcommunity.com/awakenresources

THIS IS WHERE ALL CURRENT DOCUMENTS ARE TO BE PULLED FROM

3. Gather or prepare the additional materials needed:

The following documents/materials need to be prepared. Before printing, make sure Word docs didn't shift and have a sentence "get pushed over" onto the next page. Also, if a document is called "Template" that means you need to update the bracketed areas *and erase the brackets*. If anything needs staples, be sure to collate and staple in advance of set-up. Further detailed instructions are below. The documents are designed so that they can be printed in black and white.

PRINTED DOCS OVERVIEW LIST (PRINTING DETAILS FARTHER DOWN BELOW)

- Ground Rules (2 copies for each participant)
- Thursday Night Homework (1 per participant + 5 extra)

- Friday Dinner Homework (1 per participant + 5 extra)
 - Friday Night Homework (1 per participant + 5 extra)
 - Saturday Dinner Homework (1 per participant + 5 extra)
 - Participant Introduction Sheets (2 per small group leader)
 - Re-Entry Ground Rules (1 per participant + 5 extra)
 - Extra Nametags (usually this role ALSO does nametags, but if not, coordinate with the Name Tags job person)
 - Offering Slips (provided by GAP)
 - Extra pens at graduation for guests (provided by Sponsor/Supplies Person)
 - Registration Check-In Sheet
 - Extra printed Personal Assessments and Questionnaires for any of the participants who did not complete their online required paperwork
 - Black Sharpees for participants to write their name on their GAP notebooks
 - 4-Day Awaken Schedule for the team tables (just a few to share)
4. Have all work finished and prepared by the START of the Setup Meeting the night before the Awaken. Don't wait to do it AT set-up, you will be needed to support the overall room set-up along with the other team members.

During the Training:

1. Keep the homework box/folder close by at all times, i.e., under the table by your feet.
2. Be a step ahead of the Trainer - Always have homework out on table before it is required; that is, have the first night homework out on the table at the beginning of the after dinner session on Day One. Give Trainer and Team Captain a copy.
3. As soon as the Trainer says, "You will pick up homework at the door..." stand by the door ready to pass out the papers. Get help ahead of time if you see the need for an extra person.
4. Give the Trainer the Feedback Form to look over and double-check

everything is perfect in plenty of time to be able to reprint if necessary before Sunday after lunch.

5. Be prepared to print additional materials or make changes to materials as requested by the Sponsor/Captain/Trainer. Make sure you have a working printer with easy access to it if needed. The printer needs to be able to print color.

After the Training:

1. Return surplus supplies like nametags, and pens to person handling supplies.

To Print & Instructions

A. For Registration Table Volunteers Thursday AM

- 1) Registration Sheet for Registration Check-in people (these are at least 2 volunteers who are NOT part of your inside the room team)
(You will need to work alongside the Team Capt or Support Call Capt to get some of the info below here)

- ☐ Includes: First Name, Last Name, Phone, Email, Paid/Remaining Payment Needed, Awaken Required Form Submitted? (Y/N), Signature required and received? (Y/N)

(Below are instructions for the Team Captain or Sponsor who is in charge of getting helpers for registration, but the HW/Written Materials person can support them in this.)

Instructions for Registration

- Have Registration people arrive no later than 9 - 9:15am in case any participants come early
- At registration: name tags, GAP notebooks (with 2 ground rules copies inside), GAP pens, sharpee(s) and participant check-in/info sheet will be at the table. Some teams prefer to have it on their seats which is fine as long as participants get their name on their notebooks.
- All nametags are displayed neatly in alphabetical order

When a participant arrives, the volunteer Registration team will:

- a) Have them check their contact info on the info sheet to make sure it is all

accurate

- b) Take cash or checks for any payments that are outstanding. Give the money to the Sponsor before leaving (this is the exception, not the rule, so there should not be many still owing).
- c) Give them their name tag to wear. If anything is spelled incorrectly, notify the name tag person ASAP so they can re-print it right then.
- d) Have them write their name in sharpee on the front of their GAP notebook and hang on to the notebook. Inside the notebook is TWO copies of the ground rules.
- f) Hand them a GAP pen with their notebooks
- g) Have them turn in any outstanding paperwork that was not completed

B. To print for the team tables

- 1) The Awaken 4-Day Schedule (can print a few for the team table to share and use as needed for reference). It can be found, along with all current materials needed at www.gapcommunity.com/awakenresources under the Awaken Homework & Written Docs header.
- 2) Print one Team Process Feedback Form and one Team Coach Feedback Form for each team member. All team members need to complete their two feedback forms during the training and give them to the trainer no later than the beginning of graduation on the final day.

C. To print for the participants

- 1) TWO copies of the ground rules for every participant (one to sign and turn in during the training and one to keep). Both will need to be inserted inside the cover of the GAP notebooks that they are handed at registration. (GAP provides the notebooks and GAP pens for participants, and the Sponsor or Supplies Capt is responsible for coordinating with GAP to pick those up).
- 2) ONE homework for every participant - Thurs night, Fri dinner, Fri Night, Sat dinner plus print 5 extra for each document, just in case.
- 3) TWO Participant Introduction Sheets for EVERY GROUP LEADER (With 50 people, we will have 7 or 8 group leaders)
- 4) ONE Re-Entry Ground Rules for every participant + 5 extra.
 - a. These are handed out the afternoon of the final day when the Trainer reviews the re-entry ground rules

- 5) ONE offering envelope per participant and TWICE that number for the Sunday Celebration time with additional guests that arrive after 5:30pm, as well as extra pens for all who need them.
 - a. GAP provides the offering envelopes (it is the responsibility of the Sponsor or Supply Capt to coordinate with GAP to pick those up)
 - b. The envelopes need to be pre-folded (not flat, but folded in half at the seam before-hand)
 - c. You will need to make sure you get the team members ready to pass those envelopes out to all of the guests, along with some pens (not the GAP pens, but the pens provided by the Sponsor) when the Trainer indicates it is time. BE ALERT for this time with at least 3 or 4 (depending on the size of the room) team members handing out envelopes and pens such that everything can get passed out within ONE MINUTE of time.
- 6) For detailed instructions on participant nametags, see the Name Tags job description at www.gapcommunity.com/awakenresources if this is included as one of your designated team jobs. If another team member has been assigned this task, it is your job to check and make sure it is covered and they have extra name tag materials as needed on-hand if you or they need to make last minute changes on the spot with printing.

**ALL OF THE MOST CURRENT
PRINTED MATERIALS ARE READY
FOR DOWNLOAD AT**

www.gapcommunity.com/awakenresources