

ADMIN ROLE

Purpose

To work closely with the Sponsor and the Support Call Team Captain preparing the rosters prior to the training, and to be available to the Sponsor and the Support Call Captain for any administrative request, such as emailing out the Confirmation Packets to registered participants, and potentially (based on the Support Call Captain's choice) being the one to track all returning participant required paperwork before the start of training.

It works out well for the Admin to also be responsible for the roles of Homework & Printed Materials, as well as Name Tags. Confirm with the Sponsor and Team Captain that is the case, and if so, you can access the information on those two roles and the related documents on the Awaken Resources page where all current materials and documents are accessed: www.gapcommunity.com/awakenresources

Way of Being

A person who is gifted in clerical/office skills. Accurate, detailed, organized, with daily access to a computer and email.

Mechanics

CONFIRMATION PACKETS FOR PARTICIPANTS:

Once a participant is confirmed by the Sponsor as being officially paid and registered, as early as 4 – 6 weeks prior to the training date, you are the one responsible for emailing each participant their Confirmation Packet. Do not send out packets earlier than 6 weeks prior to the training date. For those who register earlier, it is the Sponsor's responsibility to reach out to them and verify they received their form and will be getting a Confirmation Packet at a later time.

The Confirmation Packet TEMPLATE can be found along with all other needed documents on the Awaken Resources page at: www.gapcommunity.com/awakenresources

You will work directly in coordination with the Sponsor to ensure the Confirmation Packet is accurate and complete before you SAVE THE DOCUMENT AS A PDF FILE and then send out to each participant after the 4-6 weeks prior timing. For participants who register during that time period, you

are to email them the Confirmation Packet WITHIN 24 HOURS of receiving their information from the Sponsor or Team Captain. It is very important that you do not delay on this because participants will be expecting a prompt response with more info, and many will need that info to begin the process of their required paperwork, as well as coordinating personal details like flights and accommodations.

ROSTERS:

You are responsible for creating and maintaining the following two rosters:

- o Team Roster to be emailed out immediately following the First Team Selection meeting with information including team member's name, email, phone(s), address, and team job (if known).
This is to be sent to the following people:
 - All of the team members
 - The Director of Communications at marla@gapcommunity.com
 - The Team Coach
- o Participant Roster to be continuously updated immediately after each participant registers. The Participant roster will need to be quickly updated (typically on a shared "live" google doc) and shared with the Sponsor, Support Call Captain, Team Captain, and any other team member who requests it.

TEAM COMMUNICATION:

Check with the Team Captain to see if he/she would like support in setting up whatever format your team decided was best to communicate at the first team meeting. Often this is on WhatsApp or GroupMe app, or a similar alternative.

PARTICIPANT REQUIRED PAPERWORK FOR THE TRAINING:

It is highly recommended for the Admin Captain to also take on the roles of the Homework & Printed Materials job, as well as the Name Tags job role. Discuss with your Sponsor and Team Captain. These roles and related documents are to be found on the Awaken Resources page at

www.gapcommunity.com/awakenresources

DURING THE TRAINING

DAY 1: As soon as the participants go on break immediately after the signing of the ground rules paper that they all just agreed upon, it is your job to collect all of those right away. Count them during the break to make sure you have the

same number of signed ground rules to the number of participants. If you are missing any, it is your job to find out which participant(s) are missing a signed ground rules page and report that to the Team Captain and Trainer, so the Team Captain can address that with the participant(s) before the next session begins and to get the signature needed.

DAY 1, 2, and 3:

You will be the person designated to stand at the door with homework each day when the Trainer tells you it is time.

You will stand there at the open door with the homework out and available, but you will not personally take the initiative to hand each participant their homework. If, for whatever reason, a participant walks by and doesn't take one from you, it is not your responsibility to tell them to take it or to go after them.

The homework is offered at the already opened exit door at the following times and days:

- day one night at the conclusion of the training
- day two before dinner
- day two night at the conclusion of the training
- day three before dinner