



breakthrough

JOB DESCRIPTION

Supplies and Special Needs

Purpose

To ensure participants and team have all of the supplies necessary at all times during the training.

General Description

The supplies and special needs team member keeps the team, the trainer, and the participants furnished with key supplies throughout the training. This job requires preparation as well as the ability to anticipate the needs of others.



Special Needs Mechanics

Before the training

- ➔ Work with the sponsor and support-call captain to find out if there are any foreseeable special needs among the participants or team.
- ➔ Determine who currently has the training supplies and conduct an inventory to know if additional supplies need to be purchased (if previous trainings have occurred in your area)
- ➔ If needed, purchase all needed supplies and special needs at least three days in advance of the training
- ➔ Make sure that you have a cell phone available to call any emergency numbers (hospitals, etc.)
- ➔ Research and record the contact information for the nearest hospital, office-supply store, and department store so you know who to contact or were to go in case of a supplies or special needs emergency.

During the Training

- ➔ Keep the special needs supplies nearby and accessible at all times, while being alert and ready to meet any accident or need at all times.

After the Training

- ➔ Follow up with anyone who was sick during the training to make sure they are recovering
- ➔ Create an inventory list of all unused special needs supplies and return them to the supplies team member

SPECIAL NEEDS LIST

- First Aid Kit..... 1 each
- Tylenol..... 1 bottle
- Band-Aids..... 1 container
- Tums 1 bottle
- Kotex (Regular & Lite Days)..... 1 Pkg. Each
- Tampons 1 Pkg.

Supply Mechanics

FOR AREAS WHICH HAVE ALREADY HAD A BREAKTHROUGH TRAINING

- ➔ Get the current inventory list from the sponsor along with the supplies box

FOR AREAS WHICH HAVE NOT ALREADY HAD A BREAKTHROUGH TRAINING

- ➔ Create a supplies box (preferably a large plastic box with lid)

OTHER RESPONSIBILITIES

- ➔ Contact the administration captain and determine the number of participants, double check two days before the training to account for any late registrations.
- ➔ Check with other team members (Food, Music, Name Badges, and Charts, Signs) for any their specific supply needs that may fall into your arena of responsibility
- ➔ Discuss anticipated expenses with the sponsor before purchasing supplies
- ➔ Have everything purchased and ready to go at least three days before the training

GENERAL 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 dim-able lamps may be needed.

Stop Watches3 <i>(Check batteries before training)</i>	Staples..... 1 box
Pocket Folders 1 per participant	Popsicle Sticks.....1 large box <i>(Lifeboat)</i>
Ballpoint Pens 1 per participant	Kleenex..... 1 case <i>(Minimum = {# of participants /2} + 5)</i>
Extra notebooks & pens 10	Name Badge Holders..... 1 box of 100
Easel Pads 2 full	Name Badge Avery Templates 1 box
Easel (solid and sturdy)..... 1	Tablecloths 7 <i>(Linen or paper—only if not provided by hotel)</i>
Magnum Pens.....2 sets <i>(Red, blue, green, black)</i>	Plastic Cups.....200 <i>(For water station - only if not provided by hotel)</i>
Scotch Tape..... 2 rolls	Lemons.....10 <i>(For water station - only if not provided by hotel)</i>
Duct Tape 4 rolls	Communion
White Tape 1 roll	Grape Juice..... 1 1/2 gallon
Electrical Tape 2 rolls	Bread..... 1 box <i>(Preferably unleavened)</i>
Masking Tape..... 3 rolls	Goblets 4 to 6
Rubber Bands..... 1 small package	Plates 2 to 4
Scissors..... 1 pair	
Push Pins 1 box	
Paper Clips..... 2 boxes	
Stapler..... 1	

Before the Training

- ➔ Know how many participants will attend the training and provide a notebook, pocket folder, and pen for each, with approximately ten extra.
- ➔ Check with team members responsible for music and charts and signs to see if they need any supplies.
- ➔ Have everything prepared at least three days before training begins to insure no breakdown during the training.
- ➔ Be frugal and get the best buys.
- ➔ Get sponsor's approval prior to any purchases!
- ➔ Be aware of the tremendous responsibility you have!

During the training

- ➔ Make sure the supplies box is set out in a convenient location and accessible at all times.
- ➔ Sit close to the supply box to be ready to assist anyone in need.
- ➔ Make sure that the trainer has marker pens at the easel and at his or her seat.
- ➔ Know what is next in the schedule and be prepared! The trainer will ground the team before each session begins.

After the training

- ➔ Gather all unused supplies from the other team members and place them back into the supply box.
- ➔ Create an accurate inventory list of the remaining contents of the supply box.
- ➔ Return both boxes, along with Inventory list, to the team captain or sponsor.
- ➔ Gather all remaining supplies from other team members (e.g. food, special needs, name badge) and store in the appropriate boxes.