## Supplies

### Overview

As the team member responsible for supplies, it will be your job to ensure that the team, the Trainers, and the participants have the supplies they need at all times. This job requires preparation as well as the ability to anticipate the needs of others. Like every other member of the team, you exemplify the training itself by being its principles.

### Commitment

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.
2. Be prepared for all meetings and the training.
3. Participate in weekly team coaching calls.
4. Enroll and register participants to the training.
5. Make confirmation calls.
6. Pray regularly for the team, the Trainers, the participants, and the training.
7. Be a witness.
8. Create value for the team.
9. Do what it takes to accomplish the vision.

### Responsibilities Before TL

1. Review and update the supplies list with the Team Captain.
2. If available, borrow or rent the supply box used by other Sponsors in your area.
3. Purchase or rent supplies based on the checklist, making sure the supply box is fully stocked

### Responsibilities During TL

1. Have the supply box in a convenient and accessible location.
2. Ensure that the Trainers have markers at the easel and at their seats.
3. Assist with any supplies needed by the Trainers, the team, or participants.
4. Use care to not dispense any medication. Only give the person requesting assistance the container and let them dispense the amount of medication they want.

### Responsibilities After TL

1. Assist in the clean-up of the room, returning all useable supplies to the supply box.
2. Do an inventory of the remaining supplies.
3. Return all the remaining supplies to the Sponsor.

### Supplies & Equipment

The following supplies are the minimum required when sponsoring a TL Training. Depending on the meeting rooms, additional supplies and equipment may be needed. Walk through the event in your mind, making note of any supplies or equipment that may be needed that aren’t listed here. For example, if your meeting room does not have trash cans, make sure that you have those in the room and available.

Where GAP Community has established trainings/Workshops, a supplies box may be available for your use during the training. If that is the case, typically, this supply box is either rented or the supplies that are used are replenished upon the completion of the event.

#### General Supplies

* Projector
* Projector screen
* A laptop computer to connect to the projector to play the power-point and movie clip (can be accessed from GAP)
* Speakers
* Tables for the participants
* Chairs for every participant, additional team members, and trainer(s)
* One pack of pink index cards & one pack of white index cards
* Pens (GAP will provide)
* TL Workbooks (GAP will provide)
* Check-in registration sheet with all participants’ to verify their contact info
* GAP giving slips and small envelopes
* Snacks & coffee/tea/water for both days
* Easel
* 2 flip-charts (like the Post-It brand that has the sticky backing at the top)
* Big tip markers (2 of three different colors, totaling 6)
* Nametags. Use the clip on kind, not the pins. The nametag template for 3-4 inch clear badges is on the TL Resource page
* Printer, in case any extra printing needs to be done at the training.
* Extension cords or strip cords needed for the speakers, projector, and laptop.
* 3 Kleenex boxes
* Basket for collecting offering at the end

#### Special Needs Supplies

Where GAP Community has established trainings/Trainings, a special needs supplies box may be available for your use during TL. Typically, this supply box is either rented or the supplies that are used are replenished upon the completion of the event. The following lists the special needs supplies needed for TL.

* 1 first aid kit
* 1 bottle Tylenol
* 1 bottle Advil

#### Snacks

* \_\_ As food is allowed in the room for TL, you can choose to bless the participants with any snacks, drinks, fruit, baked goods, etc.
* \_\_ Coffee, tea, water, and any other beverages you might prefer to have on hand.

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