

## ***PALANCA CHA DUTIES AND RESPONSIBILITIES***

During the team meetings, the Palanca Chas should distribute and announce any palanca that is given to the team. Check with the Rector and Head Cha for times to do this.

Everything you need is already at the Camp of Colors as far as mail boxes, tables for bed palanca and rollo room palanca. Banners will be brought in by the Secretariat Palanca Couple on Wednesday night. Also, the oven palanca check-off list will be in the Palanca room. It is your responsibility to have a cart or something available at send-off to collect palanca that is to be dropped off by sponsors. You should also have a palanca cha in the palanca room by 6:00 pm on Thursday to receive palanca and or any oven palanca that is delivered there. Be sure to check off those who have delivered oven palanca, oven palanca is not to be delivered to kitchen until after the reception on Thursday night.

### Oven Palanca instructions:

1. Designate one table in the Palanca Room for receiving the Oven Palanca at Wednesday night Set up for receiving at Send off.
2. Place the check off list provided on this table to allow people to check off their own names or you may check their names off yourself. The Oven Palanca is supposed to be kept in the Palanca Room until Friday morning. However, you might want to check the Kitchen to make sure no oven palanca was left there. **No Oven Palanca from this list is to be used for the reception on Thursday night.**
3. Take all Oven Palanca to Kitchen Friday morning or late Thursday night if you prefer.
4. If everyone meets their commitment there should be plenty of desserts for the weekend. If there are several who have failed to bring in their oven Palanca by send off, **the Head Palanca** will call them to remind them to bring in their oven palanca. Phone numbers will be on the oven palanca list. Otherwise, get with the Head Kitchen Cha and if it is determined that more desserts are needed then ask the Asst. Head Cha to send the Gopher Cha to get what is needed. Please give the copy of the Oven Palanca list to the Rector at the end of the weekend. Typically, it is added to the scrapbook for the Rector.

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In order for palanca to be distributed in the rollo room there must be enough for 12 professors and 42 candidates. No palanca is to be given out to the candidates until after the Holy Spirit rollo, which is Friday afternoon.

Mark tables in the palanca room for each day of the weekend. Designate a separate spot for bed palanca. Have separate area with each of the professors and spiritual director's names and the time of their rollo for their bed palanca. Have boxes ready for extra palanca items, and a box for completed palanca letters that have already been read and introduced in the rollo room.

Prepare all mail box labels for palanca letters, you may use painters tape. The labels (or painters tape) for the sorting boxes should be only 1/2-inch-wide and names printed vertically and placed on mail boxes for easy sorting. Names should include team and candidates. Obtain a list of the candidates and team from the Head Cha or Communication Cha.

All of the community that comes to drop off palanca should leave after delivering palanca and not stay in the palanca room. The palanca wagon should be on the walkway in front of the building with a sign that states that palanca is to be left there. If it all will not fit in the wagon then it should be brought to the palanca room. Be sure to check the wagon regularly.

Use the cart or wagon for taking palanca to the rollo room and dorms. It can be decorated, if desired. Other Chas can help you if they are not busy in their area. This is especially helpful Saturday night after Serenade.

You are responsible to make sure that there are Palanca bags and envelopes for the weekend. The Secretariat furnishes bags for the candidates and envelopes for the team, they should be found in the storeroom or delivered by the Weekend Couple.

### **THURSDAY**

Sort through the letters which have already been delivered and pull out team letters that are marked for a specific day and time. Place Rollo Room Palanca on the tables set up by days. Place bed palanca in its specific area for delivery.

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Deliver the palanca for the professors and the spiritual directors in time to have it on the bunks prior to when they dress. You may want to utilize the Gopher chas to assist as they will be pulling the speakers.

As the letters come in continually sort them, **as people drop off letters ensure they have whom the letter is to and whom it is from (spouse, sponsor, children, friend, etc.) written on the outside envelope.** Find out which candidates do not have family letters. You should receive a finalized candidate list with Sponsor contact information on Thursday evening. (Check with Assistant Head Cha or Communication Cha if you don't have one).

Make a list of which letters are still needed and contact the sponsor if you don't receive them by Saturday morning. This will allow them time to get them there at serenade. Keep family letters in a rubber band. When you fill the individual palanca bags on Sunday, put family letters in front of all the other letters.

The Spiritual Director will need the general palanca letters from the team before Thursday night to go over which ones he will read during the Holy Spirit Rollo on Friday afternoon. The assistant head cha should have these letters. The Secretariat palanca couple will give the palanca letters from other communities to the either you or the Head Spiritual Director, ensure that the Head Spiritual Director receives these letters.

Since covid, you have to make sure that all palanca is individually bagged ( no boxes of chips, candy, cookies, etc.) Bags and gloves should be provided

### **FRIDAY**

Palanca is introduced during the Holy Spirit Rollo on Friday afternoon. No palanca is to be given to the candidates until after palanca is introduced during this Rollo. The Spiritual Director doing that rollo will need the general palanca letters Thursday night. The Palanca Chas and Banner will also be introduced during this rollo, check with Rector on what palanca to give out at this time. During this visit, there is no skit and only a few items of palanca are given out. During the rollo the candidates will be taken to a short chapel visit. At this time, all general palanca letters will be placed on the wall with the tack strips provided, so be available to help the table and storeroom chas accomplish this quickly.

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Bring Palanca into the Rollo room according to instructions from the Rector, Head or Assistant Head Chas. Palanca for the Rollo room should contain at least 65 items. Palanca for the whole team would include at least 125 items and can be used in the kitchen if they desire on tables or sent thru rollo room and put rest on team beds, or use as bed palanca for everyone. Read notes in rollo room on the next day for anything that was left on bed the night before.

In most cases the Palanca Chas will read all notes delivered in the rollo room unless otherwise requested by the Rector. Do not read the names of unrevealed professors. Make sure that each note is labeled with a description of the palanca for which it is intended.

Bed palanca can be distributed for both the team and candidates. Do not put out bed palanca for the candidates until Friday night, no individual bed palanca can be given to the candidates, must be given to all. Because the candidates use their dorm bathrooms during the day, do not put bed palanca on their beds until decuria.

Remember - no bed palanca for only one candidate...there must always be enough for all candidates. Any individual palanca for candidates should be put in the candidate's palanca bag. If it will not fit, see that it is given to the sponsor to give to candidate on way home from closing. **This rule does not apply to team.**

Begin hanging banners in the hallway after the Piety rollo. Add more every day until they all are out prior to serenade on Saturday night.

### **SATURDAY**

Distribution of most palanca received at this point should be complete by Serenade. You typically will receive new palanca at this time. Use all palanca brought in before the weekend is over, do not throw any palanca away. The Palanca room door should be locked during serenade. No one is to be in the room during serenade unless they are on the team.

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### **SUNDAY**

Prepare Sunday bags, double and triple check as you put letters in bags on Sunday to make sure that all the letters in that bag belong to that person. Ensure that letters from family are wrapped with a rubber band and placed in front of the other letters. You will need to place a copy of the group picture, team and candidate roster as well as secuela flyer in each of the team and candidate bags. You will also need to place a copy of the sponsorship letter and GMTD application in each of the candidate's bags. You will be receiving these copies from the communication cha prior to Sunday.

Make sure all palanca has been delivered. Traditionally all palanca letters are placed in a scrap book to be given to Rector. Do not throw any palanca away.

On Sunday afternoon, prepare to distribute the palanca bags. The team not in the rollo room will pick up their own envelopes, or send a representative from their section to pick up their envelopes. It has been a tradition to enter the Rollo room singing "It was on a Thursday" song. (Check with Rector for final instructions and when to enter rollo room). Get help from table chas, if necessary, to bring in palanca bags.

All returnable containers should be placed on a table near the outside door for the community to pick up. When someone brings you palanca in a returnable remind them of this.

#### **Banner Instructions:**

Bring all banners into the Palanca room and hang back on the hooks provided by 3:00 Sunday afternoon. The Palanca Couple will take care of them before closing. However, if for some reason, they are unable to come and take care of the banners for you: On a women's weekend please ask the set-up team for assistance in returning the banners as listed below, on a men's weekend please follow the steps below...

1. Carefully return all banners to the GMTD Storage Cage
2. Hang all banners on the provided racks, carefully keeping them neat.
3. Place the maps and the Prayer Wall Chart together just inside the cage on the right.

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