These portfolios contain Upper Room manuals for the leader servants and contain reference materials for training and preparing for their job functions. All the documents in these portfolios are copyrighted materials written by The Upper Room. These manuals are provided by NGWTE for use by the leader servants during team formation and on the weekend.

One ALD will be in charge of distributing and collecting these portfolios. These materials are re-used each season. Leader servants are asked to be good stewards of these resources and thus should not write in, damage, or keep any portion of the documents in these portfolios.

Each team will receive two containers that store the 25 portfolios. The portfolios will be available at the Leader Orientation meeting and will be brought to the meeting by the ALD responsible for portfolio distribution and collection. Alternatively, the NGWTE Training Committee Representative or the Board Rep for the weekend might bring the materials to the meeting.

**Check Out**

All portfolios are to be signed out according to the number on the front of the portfolio. The leader servant should write in the date and initial that they have received the portfolio.

**Check In**

Portfolios are to be returned to the ALD in charge of handling the portfolios. Many of the leader servants can and should return their portfolios by the last team meeting. The remaining portfolios must be collected by the end of the weekend.

The ALD will return the portfolios and the containers for storing the portfolios to the Board Rep.

**Replacement**

The leader servant who checked out the portfolio is responsible for the replacement cost of lost or damaged portfolios or materials.

|  |  |
| --- | --- |
| **Portfolio / Position** | **Replacement Cost** |
| Assistant Lay Directors, Weekend Coordinator, Facilities Coordinator, and Outside Support Coordinator | $50 |
| Table Leaders, Assistant Table Leaders, Section Coordinators (Music, Agape, Chapel, Housing, Kitchen) | $35 |
| Spiritual Director | $32 |

NGWTE Walk #

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Portfolio | Servant Name (Print) | Date  Checked Out | Servant  Initials | Date  Checked In | ALD  Initials |
| 1 (ALD) |  |  |  |  |  |
| 2 (ALD) |  |  |  |  |  |
| 3 (ALD) |  |  |  |  |  |
| 4 (WC) |  |  |  |  |  |
| 5 (FC) |  |  |  |  |  |
| 6 (ML) |  |  |  |  |  |
| 7 (AC) |  |  |  |  |  |
| 8 (CC) |  |  |  |  |  |
| 9 (HC) |  |  |  |  |  |
| 10 (KC) |  |  |  |  |  |
| 11 (EA) |  |  |  |  |  |
| 12 (EA) |  |  |  |  |  |
| 13 (TL) |  |  |  |  |  |
| 14 (TL) |  |  |  |  |  |
| 15 (TL) |  |  |  |  |  |
| 16 (TL) |  |  |  |  |  |
| 17 (TL) |  |  |  |  |  |
| 18 (TL) |  |  |  |  |  |
| 19 (ATL) |  |  |  |  |  |
| 20 (ATL) |  |  |  |  |  |
| 21 (ATL) |  |  |  |  |  |
| 22 (ATL) |  |  |  |  |  |
| 23 (ATL) |  |  |  |  |  |
| 24 (ATL) |  |  |  |  |  |
| SD #\_\_\_\_ |  |  |  |  |  |