



### Advertising & Marketing for the TAP retreat:

- Place on local TEC community website and inform their TEC community via newsletters and emails about the upcoming TAP retreat.
- Place on TEC Conference website, under “Best Practices” with a short description of and purpose for availing themselves of the TAP retreat in a local TEC community, and who to contact to initiate the process. The evaluation form and guidelines for the requesting community will also be placed on the website.
- Use of the “Communicator” and online newsletter, “Stay Connected” to keep the information before the TEC family.
- Use of the TAP retreat brochure to send to the TEC family via mailings. A generic TAP retreat brochure will be the one sent.

### After the TAP retreat is completed, the host TEC community will be asked to provide the following information to the TEC Conference:

1. The entire roster of participants in the TAP retreat.
2. The evaluations from the weekend by the participants and team members.
3. Any other information that the local TEC community deems necessary for the benefit of the participants and the host TEC community.
4. Return of the above information should be done within 2-3 weeks after the TAP retreat was held.
5. Report from TEC Community Chair or Spiritual Director on the TAP retreat experience.

Ongoing dialogue about the impact that the TAP retreat has had on the host TEC Communities participants, by being aware of their new level of commitment to the community, their ongoing spiritual formation and growth that has been noticed by the community leaders, and any other identifiable tracking information that could be noted in a yearly report to the TEC Conference.

#### TEC Conference

114 S. 2nd Street ~ Festus, Mo. 63028  
(636) 933-9233 ~ (636) 933-9531 (fax)  
office@TECConference.org  
www.TECConference.org



# T - TEC

# A - Ambassador

# P - Program



## Information Form

Dear TEC community,

If you are interested in hosting a TAP retreat, please read the following information:

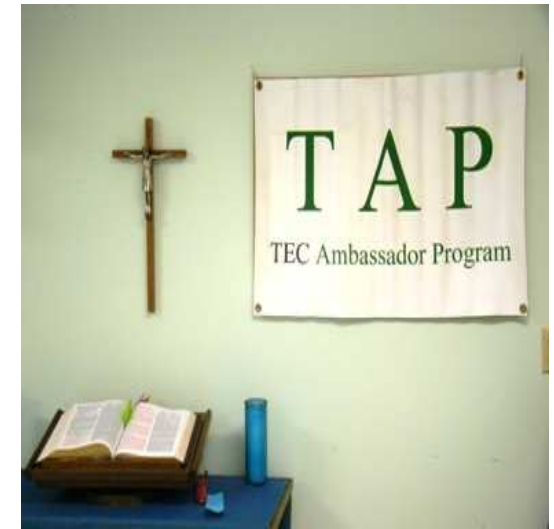
### Process for hosting a TAP retreat:

- All correspondence or requests for a TAP retreat will come through the TEC Conference office and will be shared with the TAP retreat coordinator.
- If the TAP retreat coordinator is contacted first, he will contact the TEC Conference office of the request from a particular TEC community to hold a retreat.
- The TAP coordinator will organize the teams for the presentation of the TAP retreat to a TEC community, using members from the requesting TEC community.
- All training and presenting of the TAP retreat will be done by the TAP coordinator in dialogue with the TEC Conference.
- The TAP Coordinator will turn in to the TEC Conference after each TAP retreat, an evaluation of the experience. This evaluation should include an overall review of the experience, the team, resources used, and any suggested changes.

- The host TEC community will also be responsible for an evaluation of the experience, and an ongoing (two year) study that the experience has on the attendees and the TEC community because of the TAP retreat. Each participant will fill out an evaluation at the end of the TAP retreat (participant and team members) and all of them will be sent to the TEC Conference office for further review.
- The host or requesting TEC community of the TAP retreat will be responsible for costs that are incurred as a result of holding the TAP retreat.

That includes the following:

- a. Team costs in travel.
- b. Material (TAP manual and participant's material) costs in printing and shipping if necessary.
- c. Facility for the TAP retreat and food costs.
- d. Miscellaneous costs not listed in the above three that may be incurred.
- e. Stipend for TAP coordinator.



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