APPLICATION STEPS
STUDENT DEBT REPAYMENT PROGRAM

Stage 1: Qualification

1) Receive: Application (Husband)

2) Receive: Application (Wife)

3) Create: Applicant file in Google Drive

4) Upload: Applications to Google Drive

5) Upload: Applicant Photo to Google Drive

6) Review: Applications

7) Call: Candidate for initial contact (one business day)

8) Research: New agencies and determine eligibility

9) Receive: Personal Reference and add to Google Drive (Husband)

10) Receive: Pastoral Reference and add to Google Drive (Husband)

11) Receive: Supervisor Reference and add to Google Drive (Husband)

12) Receive: Personal Reference and add to Google Drive (Wife)

13) Receive: Pastoral Reference and add to Google Drive (Wife)

14) Receive: Supervisor Reference and add to Google Drive (Wife)

15) Email: Update on received references

16) Review: References

17) Email: Round 1 cuts [OR] Move to next step

18) Prepare: SendSafely link

19) Email: Financial Report Package

20) Receive: Financial Survey

21) Receive: Credit waiver (Husband)

22) Receive: Credit waiver (Wife)

23) Receive: Credit report (Husband)

24) Receive: Credit report (Wife)

25) Email: Credit report and waiver and financial survey received confirmation

26) Complete: Credit report summary

27) Review: Financial Package (Credit Report Summary & Financial Survey)

28) Email: Round 2 cuts [OR] Move to next step

29) Email: To set phone interview time

30) Create Google doc for candidate notes

31) Conduct: Phone interview

32) Email: Round 3 cuts [OR] Move to next step

33) Email: Confirmation of progression to selection committee interview

Stage 2: Selection

34) Email: Non-educational debt repayment plan (if needed)

35) Email: Video submission instructions

36) Receive: Video & Review

37) Email: To schedule selection committee interview

38) Email: To confirm selection committee interview time

39) Complete: Applicant Summary for each candidate for selection committee meeting

40) Complete: Selection committee interview

41) Email: Round 5 cuts [OR] Move to next step

42) Call: To congratulate

43) Email: Pastor to schedule call

44) Call: Pastor to schedule church partnership “Moment”

45) Send: Partnership announcement box/pamphlets (if applicable)

46) Announce: Official partnership in front of sending congregation

47) Create: Partner profile

48) Update: Website numbers after selection committee

Stage 3: Mobilization

49) Add: Mobilization packet to GoogleDrive

50) Email: To set mobilization overview meeting

51) Call: Mobilization Overview Meeting

52) Receive: Partner added newsletter@thegofund.com to their newsletter list

53) Receive: Signed General Agreement

54) Receive: Partner Communication Contract

55)Communicate: Partner Communication Expectations (protonmail/secure email)

56) Receive: Partner Information Form

57) Verify: all information is correct. Social Security #, DOB, Account #

58) Receive: W9 Form/s

59) Create: Draft for 10 year projection loan payments

60) Email: 10 year projection to COO

61) Receive: Notarized POA paperwork

62) Fax: POA paperwork to loan companies

63) Call: To confirm POA is on file with loan companies

64) Call: To inquire on repayment term options

65) Check: for interest rate reduction on all student loans

66) Finalize: 10 year payment plan

67) Setup: Direct debits for all student loans

68) Email: Accounting w/ W9, country serving, and monthly payment info

69) Call: To conclude process with partner

70) Depart: For the field!