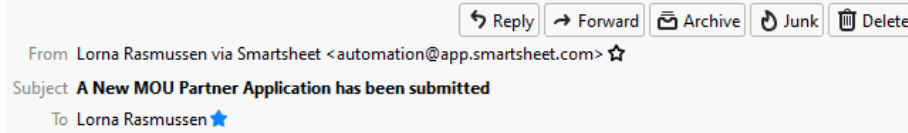


MOU:

Notifications that Partner Applicants and Partners Receive in Application Process

1. Partner applicant completes the MOU Application Form. When they click “Submit” the Program Head will receive the following email:



Bob,

We have received a partner application from Pastor TEST Lorna Test Rasmussen. It will be entered into our CRM.

Please follow-up to interview and approve the WI Partner Applicant.

Once you have approved them for the next step, please mark the following columns on the Partner Application Smartsheet (click on "Partner Application" link below):

1. Type in the date in the "Approved Date" column;
2. Select your name in the "Approved by Program Head" column;
3. Check the box that says "Approved as WI Partner".

When approved, they will then be automatically entered into our CRM (Virtuous) and will receive a link to the MOU Acceptance form. You will be notified when they complete the MOU Acceptance Form.

[Partner Application](#)
 Changes since 3/18/22 6:39 PM

2. The Program Head can click on the link provided in the email to review the application, set up and interview the applicant, and if approved, update the Partner Application Smartsheet: add the date, select their name in the “Approved by Program Head” and click the box “Approved as WI Partner”.

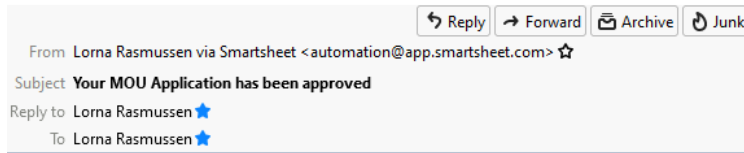
Partner Application ☆

☰ ☲ | Arial ▾ | 10 ▾ | **B** *I* U ~~S~~ ▾ | ▾

...	Approved Date	Approved by Program Head	Approved as WI Partner	Program
t t	03/18/22	MOU: Dr. Davis / Bob Stevenso ▾	<input checked="" type="checkbox"/>	MOU: Memo o

CONTINUE TO NEXT PAGE . . .

3. When the Program Head clicks “Save” on the Smartsheet, the following email is sent to the applicant at that time (it may take up to 10 minutes to receive).



Dear Pastor TEST Lorna Test Rasmussen,

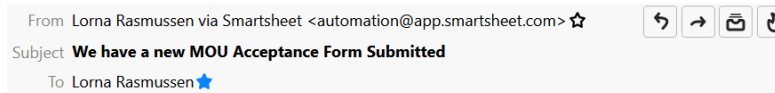
Congratulations! Your application has been approved. The next step on your journey to become a MOU Partner is to complete the "MOU (Memo of Understanding) Acceptance Form" found here (please copy and paste the following into the url in your browser):

<https://app.smartsheet.com/b/form/a44c2b80a3c4498985bf86d52e856295>

Blessings,

Bob Stevenson
Satellite Director and MOU Representative

4. The applicant will need to copy the link provided in their browser to get to the form. When they complete the form and click submit, the Program Head will receive the following email:



Bob,

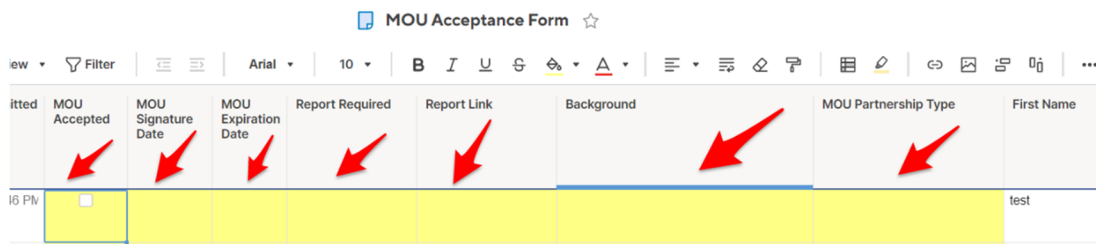
We have received a new submission by MOU Partner Applicant test test of test for MOU Partnership.

1. If they are an International Organization, please follow up with the US Sponsor for a reference.
2. Review their request and connect with the requestor to clarify any questions you may have.
3. Draft an MOU agreement based on the Partner request.
4. If this is the first agreement with this Partner, set up a meeting with Executive Director of Church Resources, along with yourself and the CPO.
5. Following the meeting, send the draft MOU (in pdf format) to the Partner. If they agree, they should sign and return to you (otherwise make edits and send back to them to sign).
6. Receive signed document, get Executive Director to sign, scan and send back to you.
7. Send final signed MOU and MOU Summary to Partner.
8. Complete the yellow boxes on the MOU Acceptance Form (MOU Accepted: MOU Signature Date; MOU Expiration Date; Report Required; Report Link; Background, MOU Partnership Type).

[MOU Acceptance Form](#)

CONTINUE TO NEXT PAGE . . .

- The Program Head will then review the Acceptance form content on the MOU Acceptance Smartsheet and click on MOU Accepted, MOU Signature Date, MOU Expiration Date, Report Required Report Link, Background, MOU Partnership Type



MOU Acceptance Form

itted	MOU Accepted	MOU Signature Date	MOU Expiration Date	Report Required	Report Link	Background	MOU Partnership Type	First Name
16 PV								test

- No more notifications go to the Partner, but when the Program Head clicks on Save, the Executive Team, Program Heads and Development will all be notified that we have signed another MOU.

(I am working with Wendy to get this specific notification working. All of the other notifications are good in this document. I will let you know when notification #6 is working too).