

# Forge Equipping On-Boarding Guide

This is your "next step guide" as you prepare for this summer!  
 Print and post this guide where you will see it often as a reminder.  
 Email [training@forgeforward.org](mailto:training@forgeforward.org) with any questions!



Due Date	Next Step Action Items	Date Completed
<b>Today!</b>	<b>Review the Onboarding Process:</b> Go to <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> . Review the "On-Boarding Guide", "Policy Manual" and "Fundraising Packet".	
<b>Tomorrow!</b>	<b>Support Letter Draft:</b> Go to <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> . Click and submit the "Support Letter Content" form. <i>(Forge will use the content and photo you submit to create your personalized support letter then email a PDF version to you so you can send it to your contacts.)</i>	
<b>1 week following your acceptance date!</b>	<b>Mailing List:</b> Collect names and contact information of the people you plan to tell about this prayer and financial support opportunity.	
	<b>Mail Letters:</b> Get your letters out the door!	
	<b>Submit Fundraising Plan:</b> Go to <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> and click "Submit Fundraising Plan". This is an excellent tool to help you think through your fundraising strategy!	
<b>End of March</b>	<b>25% Support Raised:</b> and in your account at Forge. Often the first support is the hardest to raise. Be encouraged! God will provide!	
<b>4/15</b>	<b>Non-Letter Plan:</b> Choose and engage creative fundraising options. See "Fundraising Packet" at <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> for ideas!	
	<b>Follow-Up Calls:</b> Call or meet with people you sent letters to.	
<b>End of April</b>	<b>50% Support Raised:</b> and in your account at Forge. Gues what? You're halfway there!	
<b>5/15</b>	<b>Submit Post Acceptance Form:</b> Go to <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> , click "Submit Post Acceptance Form" and follow the directions. Collect names and email addresses of 10 people you would like to be on your prayer partner list before filling out the form.	
	<b>Submit Medical &amp; Liability Form:</b> Click "Submit Medical & Liability Form" at <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> .	
	<b>Book Travel to Training City:</b> Arrive at Training City Airport 2 hours <b>BEFORE</b> posted start time the first day & depart training city atleast 2 hours after the final activity on the last day.	
<b>End of May</b>	<b>75% Support Raised:</b> and in your account at Forge. Follow-up, ask new people, engage creative fund-raising ideas God has put in your path.	
	<b>Send Arrival Details to Forge:</b> Click "Send Travel Itinerary" at <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> so we know how you will arrive!	
	<b>Complete Spiritual Gifts Test:</b> Click "Complete Spiritual Gifts Test " at <a href="http://www.forgeforward.org/FEforms">www.forgeforward.org/FEforms</a> . This gift mix assessment should take approximately 30-45 min to complete.	
<b>2 Weeks Before Start</b>	<b>100% Tuition Due:</b> Send in all funds to your account at Forge.	
<b>1 Week Before Strat</b>	<b>Shop and Pack:</b> Review the packing list details in the "Policy Manual", buy any last minute stuff, & pack your bags!	
<b>Start Day</b>	<b>Arrive in Training City:</b> Let the adventure begin!	