Project Checklist for Satellites

This checklist reflects the items in their order that you need to accomplish to start up your Institute. You ought to begin this process after you have been approved as an official Satellite of The Urban Ministry Institute. (For a detailed description of this process, please see pages 36-40 and the noted appendices.)

❑ Set up an advisory board for your Institute (p. 41)

❑ Conceive a name for your Institute (p. 41)

❑ Write out a mission statement for your Institute (p. 41; Appendices 3 and 8)

❑ Send in your Site Finalization Form along with your site license fee to *TUMI* (Appendices 7 and 21.4)

❑ Determine how you will organize and structure your Institute (pp. 41-42)

❑ Secure and organize your satellite office and classroom facilities (p. 42-43; Appendix 7)

1. Secure location for office: mailing address and telephone

2. Set up office: Purchase or secure computer with Internet access, set up e-mail address, purchase and organize file cabinets, hanging files and file folders

3. Confirm facilities and equipment for classroom: Secure classroom space, acquire necessary equipment for training (television, DVD player, white board, audio CD player, overhead projector) (Appendix 7)

❑ Develop site administrative structures (p. 43; Appendices 6, 17, and 18)

1. Receive Satellite Administrative Resource CD from The Urban Ministry Institute

2. Set up and implement record keeping structure – ie., student files, grades, billing, database (p. 43; Appendices 17, 18.4, and 19)

3. Purchase financial and word processing software (Appendix 17)

4. Familiarize yourself with TUMI web site (Appendix 5)

5. Create an academic calendar detailing your Institute's courses, events and activities for the year (Appendix 15)

6. Create a schedule for submitting quarterly testimonies and photos for promotional purposes (Appendix 6)

❑ Recruit professors, mentors, staff, and volunteers (p. 43; Appendix 16)

1. Make appeal and give potential Professor or Mentor an application

2. Process application

3. Orient Professor or Mentor

4. Give oversight and support to Professor or Mentor

❑ Recruit, interview, and admit prospective students (p. 43; Appendix 18)

1. Survey potential students in your community (Appendices 18.1 and 22.1)

2. Distribute promotional materials to churches and ministries (Appendices 7.2 and 22.2)

3. Give applications to potential students (Appendices 18.2.1 and 18.2.2)

4. Process applications (Appendix 18.2)

❑ Choose and purchase the appropriate curriculum and course programming (pp. 43-44; Appendices 12, 13, 14 and 25)

❑ Raise monies and resources to support your Institute (p. 44; Appendices 7 and 7.2)

1. Contact possible donors and supporters (Appendix 7.2)

2. Establish procedures to invoice and receipt your students (Appendices 18.4, 18.4.1, 18.4.2, and 18.4.3)

3. Plan out a budget for your Institute's fiscal or calendar year (Appendix 7.1)

❑ Make final preparations at your site for initial classes (p. 45)

1. Estimate probable number of students and purchase required textbooks for curriculum for each student (Appendix 18.3)

2. Check to make sure you have covered all the details regarding your classroom and supplies, your teachers and their information, the class schedule and all necessary student materials.

❑ Implement programming at your site on schedule and within budget (p. 45; Appendices 18.4 and 20)

❑ Communicate often with *TUMI*, potential donors, mentors, professors, and students (p. 45)