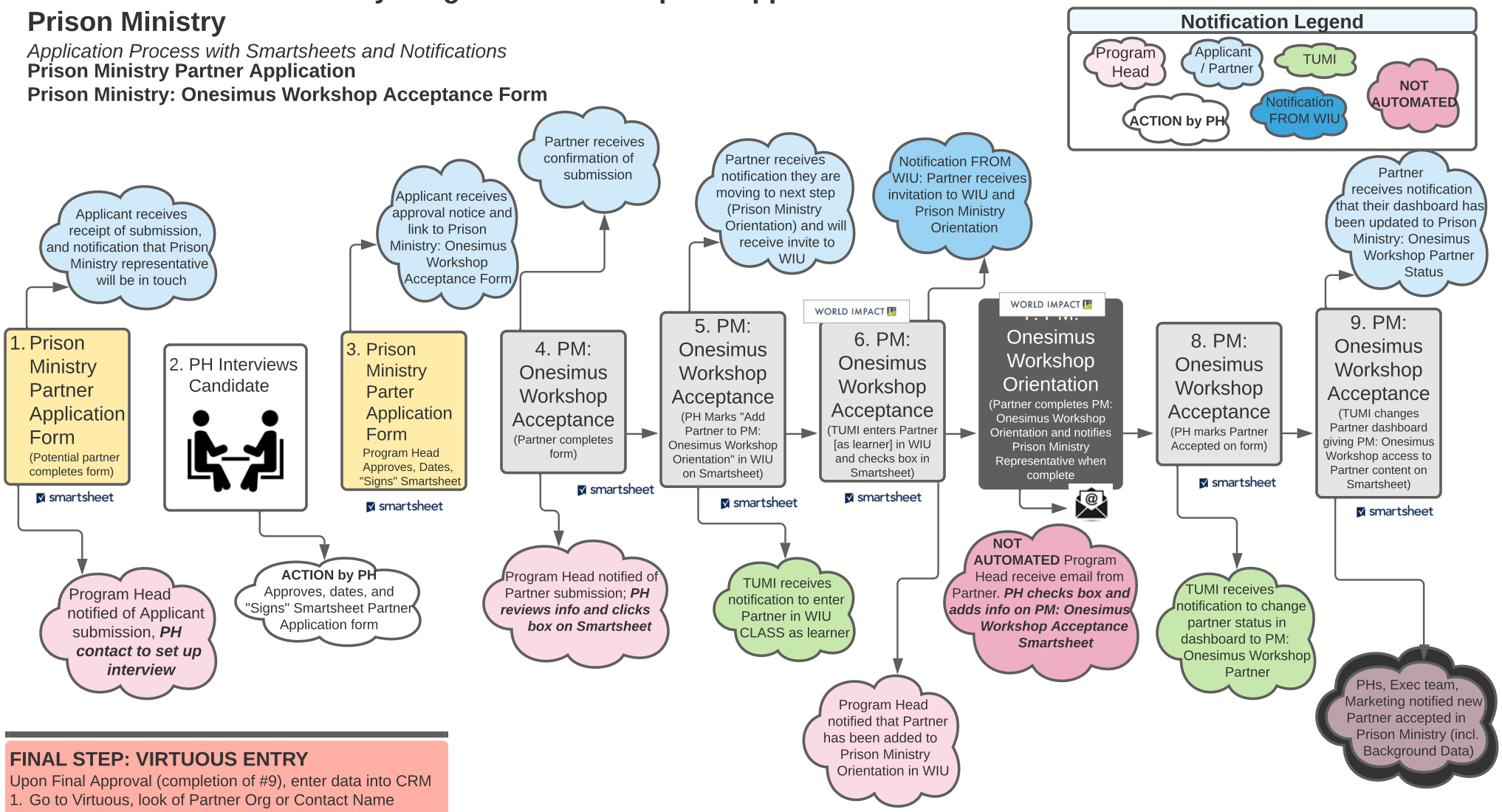
# How Does a Prison Ministry Program Head Accept an Applicant into Prison Ministry

*Application Process with Smartsheets and Notifications*

**Prison Ministry Partner Application**

**Prison Ministry: Onesimus Workshop Acceptance Form**




## FINAL STEP: VIRTUOUS ENTRY

Upon Final Approval (completion of #9), enter data into CRM

1. Go to Virtuous, look of Partner Org or Contact Name
2. List Date "Coordinator Accepted" in field provided
3. Click on Prison Ministry for Accepted Program
4. Paste in any Background notes in Partner Org Comments
5. Select "Active" in the "Prison Ministry Status" Field
   Note: Steplist to be provided when Virtuous complete

### Partner Application Smartsheet

| Approved Date | Approved by Program Head | Approv... as WI Partner | Program | Title | First Name |
|---|---|---|---|---|---|
| | | ☐ | Evangel Dean School | Pastor | Linda |
| | | ☐ | Evangel Dean School | Pastor | caroline |

### Prison Ministry: The Onesimus Workshop Acceptance Smartsheet

| Date Submitted | Add ON Host to WIU PM Orientation | ON Host to WIU PM Orientation Class | Prison Ministry Orientation Class | Full Name | Background Notes | PM ON Host Accepted Date | PM ON Host Accepted | ON Host Dashboard Updated in WIU | Title | First Name |
|---|---|---|---|---|---|---|---|---|---|---|
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