

LT Collegiate Reviewer

- [Collegiate Review](#)
- [National Review](#)
- [Counselor Review](#)

LT Approval Workflow

The following is a description of the process that takes place once an LT applicant submits their application.

Our LT Assessments are in Breezy. There is one National Collegiate application for all LTs.

Once an applicant has finished filling out the application and their references have submitted their input, the review approval process for acceptance into the program begins. The workflow is as follows:

- **Reliant Review** (currently performed by the LT Admin, Caleb)
- If concerns are identified, it is passed on to the **Collegiate Review**
- If larger concerns are presented, it is passed on to **National Review** (currently performed by LT National Director (Chad Frank), Collegiate National Board member (Rick Keith), and Mike Swann (Reliant legal), if needed Dave Meldrum-Green and coordinated by Caleb Hayworth).
 - We will need to keep records of conversations during this phase since it is not documented within Breezy.
- If serious concerns are listed, it goes to **Counselor Review** (currently filled out by one of the Collegiate Reviewers after discussion from the local church and then approval from National Review).

Reviews will result in either:

- Acceptance (each LT has a specific acceptance email)
- Conditional Acceptance
- Non Acceptance: LT Declination
- Someone may also choose to withdraw from LT

LT directors who are interested in what stage their participants are in can use a [Collegiate LT - Breezy Reports](#) to query the list.

Collegiate Review

The first step in the LT application process is for a Reliant Reviewer to be the first set of eyes on the application. This may be a Reliant employee or Reliant Central Staff.

Currently, the Reliant Reviewer role is assigned to Caleb Hayworth (Collegiate Systems Admin). If the Reliant Reviewer identifies areas of concern on the application, it will then be deferred to Collegiate Review stage for a second pair of eyes to read over the application.

At the Collegiate Reviewer Stage, the Collegiate Reviewer(s) should be reviewers for both the Collegiate Review stage as well as the Counseling Review stage. If there are multiple Collegiate reviewers, the first reviewer to begin the review of the applicant becomes the only one who can then finish the review of that applicant.

- Collegiate Reviewer will be sent an email from Breezy from the Reliant Reviewer who found a concern on an LT Assessment.
- The Collegiate Reviewer will then log into Breezy and review the assessment.
- You can follow the steps in this [video](#) to do the review or view the step-by-step guide below.

Collegiate Reviewer Breezy Instructions

Once you log into Breezy, you will need to select the Position you are reviewing (either Estes Park Leadership Training or Adirondack Leadership Training).

You can then see all the stages as you scroll right and left, but you will want to click the applicant within the Collegiate Review stage.

Collegiate Review 1

S

7.5

Sam Smith

1mo ago <1m ago

National Review 0

Counselor Review 0

Sam Smith ⚙️ ★
Team Score

[Experience](#) |
 [Resume / CV](#) |
 [Documents](#) |
 [Questionnaires](#) |
 [More ▾](#)

Experience

Summary

No summary added yet.

+ Add Summary

Work History

No work history added yet.

+ Add Work History

Education

No education added yet.

+ Add Education

Additional Questions

How old are you as of today?
☒ 18-20 years

My parents financially support me in some way (ex: car, insurance, phone, school) OR my parents claim me on their taxes
☒ No

Are you married?
☒ No

What Collegiate Church do you attend?
 Ball State Univ - The Revolution

Name of school where your Collegiate Church is located:
 ga

At the start of the program I will have just completed:
☒ College first year

Discussion | Notes | Email / SMS | Meetings | Scorecard | Tasks

Team Discussion

Hiring Team updated stage Program Specific Questionnaire → Medical on Estes Park Leadership Training at Oct 25, 12:10 pm

Hiring Team updated stage Medical → Checkpoint on Estes Park Leadership Training at Oct 25, 12:15 pm

Tuesday, November 15th

Leadership Training updated stage Checkpoint → Collegiate Review on Estes Park Leadership Training at Nov 15, 10:02 am

Leadership Training was assigned to this candidate by Leadership Training on Nov 15, 10:02 am

Monday, November 28th

Leadership Training updated stage Collegiate Review → Conditional Acceptance on Estes Park Leadership Training at Nov 28, 10:57 am

Leadership Training updated stage Conditional Acceptance → Declined on Estes Park Leadership Training at Nov 28, 10:58 am

Friday, December 9th

You updated stage Declined → Collegiate Review on Estes Park Leadership Training at 10:42 AM

Share a message with your team here. You can use @-mentions to notify individual team members. * Remember not to include sensitive information.

GIF 📷 🎤
Post

Details

Sam Smith

- 📄 + Headline
- 🏠 **Estes Park Leadership Training** ↗️ Other Places (1) ▾
- 📁 **Collegiate Review**
- 📞 0001112222 ⚠️
- ✉️ sam.smith@it.org
- 📍 + Add address
- 👤 + Add profile
- 👥 **Leadership Training**
- 📂 Career Portal

Quick note 🔒

Tags ▾

+ Add tags

Custom Fields

Benefits + Add

Jon Test + Add

Training + Add

Custom Attributes ▾

+ Add custom field

Once you are here, you will want to select **More > Team Scorecards** so you can review the scorecard Reliant submitted. This scorecard will contain the initial concerns. Below some (not all) of the questions, you want to click **" + Show Feedback "** to read the comments the Reliant Reviewer submitted.

Sam Smith

7.5 Team Score

Experience
Resume / CV
Documents
Questionnaires
More

Team Scorecards

Request Scorecard

Submitted By

7.5

Overall Rating

Very Good	0	0%
Good	1	100%
Neutral	0	0%
Poor	0	0%
Very Poor	0	0%

Central Office Use Only

Has the applicant previously applied or attended a Collegiate LT before?

No ratings submitted

Please review the application, the LT Scorecard (Reliant Review), and write your own comments below.

Parental Concern

No ratings submitted

Reference Concern

No ratings submitted

Spiritual Health

+ Show Feedback (1)

No ratings submitted

Moral Health

+ Show Feedback (1)

No ratings submitted

After reading the Reliant Reviewer scorecard, you will want to select "Questionnaires" and carefully review all the information the applicant submitted.

Lastly, you will want to review the references. To find these, select More > References. You can then click on each reference to see what the reference said concerning the applicant.

After reviewing all the information, you are ready to write your comments on your own scorecard. To do this, click Scorecard on the right-hand side of the screen. You can even pull up other information on the left side as you follow the Scorecard and make your own comments.

Sam Smith

7.5 Team Score

Experience
Resume / CV
Documents
Questionnaires
More

Questionnaires

Send Questionnaire

LT 4: Medical Disclosure Form

Hiring Team Oct 25, 2022 12:10:58 PM

Print Complete Remove

LT 3: Moral/Emotional Health

Hiring Team Oct 25, 2022 12:04:13 PM

Print Complete Remove

LT 2: Estes Park

Collegiate Program Team Oct 25, 2022 12:03:04 PM

Print Complete Remove

LT 1: Leadership Training Application

Application Oct 25, 2022 12:03:04 PM

Print Complete Remove

Discussion Notes Email / SMS Meetings Scorecard Tasks

Scorecard

Reset Save Scorecard

Thoughts on this Candidate?

Share your thoughts on the candidate. This information will only be visible by Hiring Managers, not general team members.

Overall Rating?

Very Poor Poor Good Very Good

Central Office Use Only

Has the applicant previously applied or attended a Collegiate LT before?

Thoughts / Feedback (optional)

Please review the application, the LT Scorecard (Reliant Review), and write your own comments below.

Parental Concern

Thoughts / Feedback (optional)

Details

Sam Smith

+ Headline

Estes Park Leadership Training

Other Places (1)

Collegiate Review

0001112222

sam.smith@t.org

+ Add address

+ Add profile

Leadership Training

Career Portal

Quick note

Tags

+ Add tags

Custom Fields

Benefits + Add

Jon Test + Add

Training + Add

Custom Attributes

+ Add custom field

If a follow-up is necessary, then you will need to note who you're following up with and what is/was spoken about. Be sure to click the blue Save Scorecard button often and before you close the application.

S

Sam Smith

Team Score

Experience

Resume / CV

Documents

Questionnaires

More

Send Questionnaire

Questionnaires

LT 4: Medical Disclosure Form

Hiring Team Oct 25, 2022 12:10:56 PM

Print Complete Remove

LT 3: Moral/Emotional Health

Hiring Team Oct 25, 2022 12:04:13 PM

Print Complete Remove

LT 2: Estes Park

Collegiate Program Team Oct 25, 2022 12:03:04 PM

Print Complete Remove

LT 1: Leadership Training Application

Application Oct 25, 2022 12:03:04 PM

Print Complete Remove

Discussion Notes Email / SMS Meetings Scorecard Tasks

Scorecard

Local Church Leadership Follow Up (If Needed)

Local Church Leadership Name:

Thoughts / Feedback (optional)

Comments from Follow Up:

Thoughts / Feedback (optional)

Accept with Conditions (If Needed)

Conditional Requirements for Acceptance:

Details

Sam Smith

+ Headline

Estes Park Leadership Training

Other Places (1)

Collegiate Review

0001112222

sam.smith@it.org

+ Add address

+ Add profile

Leadership Training

Career Portal

Quick note

Tags

+ Add tags

Once the follow-up is complete, you can log back in and enter comments in one of the decision areas (Accept With Conditions, National Review, or Decline Acceptance). If you want to do a normal acceptance, you do not need to make any comments in these areas. You will also need to enter your comments at the top of the scorecard in the "Thoughts on this Candidate?" box.

S

Sam Smith

Team Score

Experience

Resume / CV

Documents

Questionnaires

More

Send Questionnaire

Questionnaires

LT 4: Medical Disclosure Form

Hiring Team Oct 25, 2022 12:10:56 PM

Print Complete Remove

LT 3: Moral/Emotional Health

Hiring Team Oct 25, 2022 12:04:13 PM

Print Complete Remove

LT 2: Estes Park

Collegiate Program Team Oct 25, 2022 12:03:04 PM

Print Complete Remove

LT 1: Leadership Training Application

Application Oct 25, 2022 12:03:04 PM

Print Complete Remove

Discussion Notes Email / SMS Meetings Scorecard Tasks

Scorecard

Accept with Conditions (If Needed)

Conditional Requirements for Acceptance:

Thoughts / Feedback (optional)

National Review (If Needed)

Before proceeding, please confirm the LT directors are in agreement and note their thoughts below.

Suggested Conditions for Acceptance:

Thoughts / Feedback (optional)

Decline Acceptance (If Needed)

In 6 days, a non-acceptance email will be sent straight to the applicant.

Comments to Local Leadership:

Thoughts / Feedback (optional)

Details

Sam Smith

+ Headline

Estes Park Leadership Training

Other Places (1)

Collegiate Review

0001112222

sam.smith@it.org

+ Add address

+ Add profile

Leadership Training

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Tags

+ Add tags

Custom Fields

Benefits + Add

Jon Test + Add

Training + Add

Custom Attributes

+ Add custom field

Once you have entered all of your comments and clicked on Save Scorecard, you will be ready to move them to the next stage. To do this, click the blue Change Stage button. You will see a dropdown of stages you can move them to. You will want to select the one that is appropriate. Stages have triggers associated with them, **so please make sure you move them to the correct stage**. Triggers fire right away and can not be reversed.

The screenshot shows the top of the application review interface. At the top left, the user is logged in as 'Sam Smith' with a 'Team Score' indicator. The main navigation bar includes 'Experience', 'Resume / CV', 'Documents', 'Questionnaires', and 'More'. The 'Questionnaires' section is active, displaying a list of four questionnaires: 'LT 4: Medical Disclosure Form', 'LT 3: Moral/Emotional Health', 'LT 2: Estes Park', and 'LT 1: Leadership Training Application'. Each questionnaire has a 'Print' and 'Complete' button. To the right, the 'Scorecard' section is visible, with a 'Reset' and 'Save Scorecard' button. A 'Change Stage' button is located in the top right corner, with a dropdown menu open showing various stages: 'Applied (Initial A...', 'Moral/Emotiona...', 'Medical', 'Checkpoint', 'Reliant Review', 'Collegiate Review', 'National Review', 'Counselor Review', 'Acceptance', 'Conditional Acc...', 'Declined', and 'Add address'. A green 'Stage Updated' box is visible at the bottom right of the interface.

After you have selected an option on the Change Stage button, you will see a green "Stage Updated" box at the bottom. You may then click the X in the top right corner to close the application or close the window entirely.

This screenshot shows the same application review interface as the previous one, but with the 'Stage updated' message highlighted in a green box at the bottom center. The message reads 'Stage updated' and has a small 'X' icon in the top right corner. The 'Change Stage' button is still visible in the top right corner, and the dropdown menu is still open. The 'Scorecard' section is also visible, showing the 'Thoughts on this Candidate?' section with a text area for sharing thoughts. The 'Overall Rating?' section is also visible, with a scale from 'Very Poor' to 'Very Good'. The 'Central Office Use Only' section is also visible, with a question about whether the applicant has previously applied or attended a Collegiate LT before. The 'Details' section on the right shows the applicant's information, including their name, email, and phone number. The 'Tags' section is also visible, with a list of tags including 'Declined', 'Estes Park Leadership Training', and 'Other Places (1)'. The 'Custom Fields' section is also visible, with a list of fields including 'Benefits', 'Jon Test', and 'Training'. The 'Custom Attributes' section is also visible, with a list of attributes including 'Add custom field'.

Conversation with the local church leadership

In the Collegiate Review stage, the Collegiate Reviewer(s) will receive an email from Breezy saying an applicant has been assigned to them. This is your cue to review the application and prepare to follow up with the local pastor/spiritual reference. In those cases, here are the steps that we suggest the Collegiate Reviewer(s) take.

- Contact the local [pastor](#) or spiritual reference listed on the application to set up a time to discuss the concerns. As a note, we do not involve students or student leaders in these conversations about the applicant.
- Call and discuss the concerns with the pastor/spiritual reference and explain the expectations below:
 - Ask them to help you know more about who the person is and what you would be getting into by accepting them into the program.
 - Discuss specific questions that you would want them to ask the participant in regards to the specific concerns.
 - Remind them to take notes and report back via email so that we have written documentation about how we handled the concern.
 - Explain the process to them so that they know what our expectations are:
 - We are asking them to follow up one-on-one with the concerned participant and discuss the concerns in more detail. We want to explain to the participant that we care about them and our heart is to help them have a good experience during the program and we want to figure out the best place for them if that's to attend or not to attend the program.
 - If we feel like the best place is the attend the program, then let them know there will likely be conditions put in place for them to follow (for example meeting with a staff member bi-weekly for accountability and/or asking them to refrain from what they are doing, etc.) and make sure that they are willing to agree to those conditions.

- Let the participant know that if we decide to move forward with acceptance, they will be receiving a conditional email. The email will sound more formal and perhaps a little intense and will list policies and conditions that we are asking them to agree to follow. The wording on the email has been created for liability reasons so it will sound more legal and less friendly so we just want to let them know so that they are not surprised by the way it is worded.
- After the call with the local pastor or spiritual reference, send an email to them and CC.LT@reliant.org explaining everything that was just discussed over the phone again as a way to remind them in written form what you discussed. Ask them to report back details from the conversation with the participant by replying all to the email so that we have it documented in writing the student's responses and the pastor /spiritual reference's recommendation of whether or not they feel like we should accept the participant.

Sample Email from Collegiate Reviewer to Local Church Leader including Church Leader Reply

This is a sample email with more case-specific info so to speak being italicized for clarity.

Hi [spiritual reference]!

So good to talk to you. I'm excited for what your time with [applicant] is going to look like and trust that God wants to work in and through that time to hopefully help prepare her for a great summer at LT. Remember the information that I shared with you is confidential and can only be discussed with [applicant], LT Assessors, and Reliant administrators.

Here's what we discussed in our call:

- In your upcoming meeting with [applicant], let her know that you had a conversation with the LT Assessors with the goal of helping her have the best chance to thrive at LT as she pursues Jesus and walks in community there.
- Explain that we see these application assessments as an opportunity to partner alongside local church leadership to guide our decision in order to help set students up well for a summer at LT.
- *Let her know that we talked about a discrepancy between what she put on her application and what you put in your reference, specifically in regards to struggles with sexual immorality over the last six months.*
- *Ask her to clarify why the discrepancy may have happened*, and as you're doing so, be listening for certain things:
 - Does she seem to be experiencing any shame over her struggles?
 - Is she able to talk about this freely and comfortably with you?
 - Does it seem like she was intentionally hiding something, or was there just a miscommunication?
 - How is she responding overall in the midst of your conversation?
- Ask her if she has struggled in this area since filling out the assessment. Please thank her for being open and honest!
- Lastly, let her know that you will be getting back to us in regards to your meeting, reminding her that the goal of this time is to do what we can to help her thrive and give her opportunities to grow in her intimacy with Jesus as we walk through this.

When you're done with your meeting, please let us know your answers to the above questions by replying **all** to this email, including informing us of your perception of her overall demeanor throughout the conversation. Thank you so much for partnering alongside us to love and support students well in this process.

- Collegiate Reviewer will then reply back to that email stating the next steps that he has chosen (accepting normally, accepting with conditions, moving to national review).
- If the next step was normal acceptance, then the Collegiate Reviewer will move the applicant to the Acceptance stage within Breezy. The Reliant LT Reviewer will make a PDF of this email chain and upload the email PDF to the application to keep on file to show due diligence in the vetting process.
- If the next step is to accept with conditions, then the Collegiate Reviewer will move the applicant to the Conditional Acceptance stage, and the LT Admin will email the participant the conditional acceptance email.

**Common conditions for Collegiate Review Acceptance include:**

- For those struggling with substance abuse or sexual activity, the typical condition is that they refrain from doing those things beginning from the timing of their acceptance to LT throughout the duration of the program.
- The most common condition is to also ask them to meet with a staff member weekly for the first 5 weeks of the summer and then reassess (or bi-weekly throughout the summer) to help keep them accountable and to follow up with how they are doing.

Those conditions will be shared with the LT director through the LT Shepherding Document. The Shepherding google doc is used by Reliant and the LT directors to continue to review and receive updates on those that had concerns found on their LT assessment. The Shepherding google doc lists those that had conditions for acceptance and usually required staff follow-up throughout the summer. The director would then assign a staff accountability person to meet with the participant and hold the participant accountable during the program to the conditions that have been put in place. We suggest finding someone who has a shepherd's heart and also clearly identifies this as part of the role prior to the beginning of the program. If possible, have the staff member reach out to the participant before they arrive at the program to begin discussions and gain trust. The directors are responsible for assigning someone to update the shepherding google doc with how the follow-up is going to keep Reliant and Collegiate in the loop.

Concerns decided on a Collegiate level:

Those scenarios include, but are not limited to:

- Depression/anxiety (seeing a counselor and/or taking medication but it seems under control)
- Alcohol usage (habitual underage drinking and/or lack of seeing underage drinking as an issue)
- Sexual purity (continued issue and/or no accountability listed)
- Pornography/masturbation (continued issue and/or no accountability listed),
- Multiple concerns listed
- Spiritual reference is unaware of the struggles listed by the participant
- or the spiritual reference listed struggles that the participant did not.

We want to leave the final acceptance decision of these concerns in the hands of the Collegiate Reviewer and local pastor and LT director who will be with the participant all summer.

Applicant Lies on their Assessment

**What happens if an applicant lies on their assessment?**

For reference, there was an applicant who lied on their application and was caught due to a discrepancy between what the LT applicant said and what the spiritual reference said.

It was agreed upon that if an LT participant lies on their application (and there weren't extenuating circumstances), the result will be that they can not attend LT the program. But this must be talked through with the spiritual reference and/or the local leadership.

What happens if an applicant does not want to list their struggles on the assessment?

There have been instances where participants did not feel comfortable sharing all of their struggles online in the assessment. We will then work with the local church to gather that information in person with the applicant. Here is a section of an email that was sent to an applicant who sent an email to Reliant saying that they did not feel comfortable with sharing online and requested just to tell their local church pastor and not Reliant.

...The LT program is an event administrated by both Reliant and Collegiate. Your church pastor is both a pastor for the Collegiate network and is employed by Reliant and his role this summer is Collegiate LT director. Reliant does a lot of the administrative work for the Collegiate Field Staff and we run the behind-the-scenes admin for the LT programs. In order for Reliant to be able to provide liability insurance for the LT programs we have to have an assessment and a review vetting process for all of our applicants that help us make sure the Leadership Training program (the summer ministry designed to help train leaders for our local churches) is the best fit for those applying.

I can understand the concern about putting your struggles online in this day and age. So, Reliant would be fine with you meeting with a local church leader to share your answers in person if that would make you feel more comfortable with sharing. However, because Reliant is the administrator for the event, that local church leader will then need to share what you tell him with Reliant before we could move forward with the assessment process. He can speak in generalities (we do not need specific details), but we do need to know for insurance and liability reasons if there are any concerns. So, I wanted to make sure that you understood and knew that your church leader would still be sharing that information with Reliant after you share it with him.

Parental Concerns

Parent/Guardian Notification Form



Why do we do the parent/guardian notification form? We have set up the 21 age not for legal reasons, but as a goodwill gesture towards the parents. We want to make sure that at this time in their life when they can still be dependent on their parents for schooling, etc. we have received the parents blessing for them to spend their summer at our training. We want to make sure that the parents are supportive and behind the decision and not surprised when the student informs their parents where they are headed for the summer. We just wanted to make sure the parents have been informed and are ok with the decision. We picked 21 as the age because they are mostly still in school until then and still under the support of their parent. There is a place on the application for the student to say they are no longer supported in any way financially by the parent and if they choose that then the parent is not contacted for consent and their consent is not needed to complete the application.

- If the participant is under 18 a parental notification form is required. The parents will also have to fill out and sign both the medical disclosure and the liability waiver.
- If the student is over 18, but under 21 and still financially dependent on their parents/guardians the parental notification form and packet will be sent to their parents/guardians.
- If the participant is over 21 they do not need a parental notification form and no email will be sent to the parents. You will see it says this on their application: PARENTAL NOTIFICATION FORM NOT NEEDED-OVER 21.
- Also, if the participant answers the questions on their application as YES to those over 18, NO to parents claiming on taxes, and NO to parents financially support me they are considered completely financially independent from their parents and they will not need a parental notification form and no email is sent to their parents. You will see it says this on their application: PARENTAL NOTIFICATION FORM NOT NEEDED-FINANCIALLY INDEPENDENT.

PARENTAL CONCERNS

In the past few years, there was only one participant that Reliant choose not to accept and that was due to a parent saying “absolutely No” to their child attending Honduras Leadership Training.

The only case that Reliant would say absolutely NO to accepting an applicant, is in cases such as where the parent has clearly stated that in no way they want their son/daughter to attend LT. It would say on the application “WE HAVE PERSONALLY ADVISED OUR SON/DAUGHTER NOT TO PARTICIPATE FOR THE FOLLOWING REASONS”. and an example of a reason would be... “I have read that this location has a high crime rate and as her mom, I am NOT OK with this.” In the case of a parent saying no way they absolutely can not go, then Reliant cannot accept them due to insurance liability reasons.

In the scenario of parental concerns, Reliant will ask the local pastor or director to follow up with the parent and probably follow up with the applicant to help relieve concerns. Emails and documentation will be needed to confirm that parents are willing to move forward with their child's participation in the program. If the parent has clearly written “No, my child may not attend”, Reliant and the church/network must respect the desires of the parent and will unfortunately not be able to accept the applicant into the program due to insurance and liability reasons.

In general, most parents say they have concerns and those are usually adequately addressed after the parents have a discussion with the director. You may see written on the application: “WE ARE NOT OPPOSED TO OUR SON/DAUGHTER PARTICIPATING, BUT WE HAVE THE FOLLOWING RESERVATIONS THAT WE SIMPLY WANT TO MAKE RELIANT AWARE OF” and that usually follows with a question or concern from the parent. Reliant will then send an email to the director to ask that the director follow up with the parent to discuss and seek to resolve the reservations/concerns.

Acceptance of a Minor

There have been times when a participant under 18 desires to attend the program. LT@reliant.org will be notified during the assessment process and will reach out to the LT director to let them know.

In the case of the Collegiate LT program, this happens often with children of Reliant Field Staff who are also attending the program with their parents wanting to be participants. The YMCA has been known to hire participants under the age of 18 for the Collegiate LT participants. However, the YMCA is not legally allowed to let them live in their provided employee housing. In the case of a Reliant Field Staff son/daughter, the participant can live outside of the dorms on the YMCA property with their parents.

If the applicant is not a child of a Reliant Field Staff that is also a part of the LT program if a director wants the minor to attend the program they will need to find separate housing for that participant. The director will need to discuss the living situation options for the minor with Reliant before moving forward with finding housing off the YMCA property as this is a higher liability for all.

Here is an example of a liability form created for a minor staying off-site. It will need to be modified for each specific situation. This special waiver will need to be created with specifics of location, dates, transportation expected to and from, etc. for each one of these unique circumstances that will need to be signed by both parent and minor.

Sample waiver for off-site housing of a minor: [Reliant Release and Liab Waiver for Minor Example](#)



In general, we say that all self-harm concerns need to be brought to national review. When reviewing suicidal concerns, we ask that you inquire about 1) the date(s) of occurrence (if not already stated) and frequency of suicidal thoughts, and 2) whether have they had any suicidal thoughts since filling out the assessment. The heart behind this is related to how severe the past self-harm struggle was, how close to 6 months ago it occurred, do they still have suicidal thoughts, etc., and to show that we did our due diligence by having multiple eyes on it before acceptance.

However, if the Collegiate reviewer finds out after discussing with the local church leader that there are no current self-harm thoughts and a normal acceptance is recommended, then we do not need to present this concern to the National Reviewers. This would be only for those that Collegiate Reviews recommend as normal acceptance (no conditions at all for acceptance) because the self-harm (thoughts or actions) is no longer happening.

If self-harm is still somewhat still in the picture and they are recommending conditions, it would still need to come to a national review for more eyes to view the situation.

National Review

If the next step is a National Review, then the Collegiate Reviewer will first reach out to discuss the concerned applicant with the LT director(s). If they want to move forward, then the Collegiate Reviewer will tell them to make a note on their Breezy scorecard to move forward with National Review (see below).

Concerns decided on a National level:



In general, we say that all self-harm concerns need to be brought to national review. However, we have had a few national reviews where we uncover that they have struggled with suicidal concerns prior to 6 months ago. As a formality, we had said that all of those still needed a national review before moving forward. The heart behind that was related to how severe the past self-harm struggle was, how close to 6 months ago it occurred, do they still have suicidal thoughts, etc., and to show that we did our due diligence by having multiple eyes on it before acceptance.

However, if the Collegiate reviewer finds out after discussing with the local church leader that there are no current self-harm thoughts and a normal acceptance is recommended, then we do not need to present this concern to the National Reviewers. This would be only for those that the Collegiate Reviewer(s) recommend as normal acceptance (no conditions at all for acceptance) because the self-harm (thoughts or actions) is no longer happening.

If self-harm is still somewhat in the picture and they are recommending conditions, it would still need to come to a national review for more eyes to view the situation.

Those scenarios include, but are not limited to:

- severe depression/anxiety (hospitalized, panic attacks)
- any kind of self-harm/abuse (eating disorders, cutting, etc.)
- suicidal thoughts or attempts
- substance abuse (drunkenness, prescription drug abuse, etc.)
- illegal drugs
- sexual addiction
- multiple (more serious) concerns listed
- parental issues

Steps for the Reliant LT National Review

If the Collegiate Reviewer initiates the National Review, LT@reliant.org will receive an email from Breezy indicating that the applicant has been assigned to that stage. The Reliant LT National Reviewer will then begin an email chain with the team of national reviewers listed above as well as add the Collegiate Reviewer(s) to the email so that they remain in the loop.

In the email, the Reliant LT National Reviewer will send a copy of the Applicant's first questionnaire (currently "LT 1: Leadership Training Application"), a snip of the scorecard from the Reliant Reviewer and the Collegiate Reviewer, as well as any input from the local church pastor.

Sample Email

Hello!

(NAME) has been moved to the National Review due to higher concerns with their acceptance. National Review means we are asking for Collegiate NB representation and Reliant legal representation to speak about the acceptance or non-acceptance of this applicant before moving forward. Please review the LT Assessment information below and reply all to this email with your approval or comments.

(Add scorecards and notes here)

Please reply all to this email with either your agreement to the above conditions, you have edits on the conditions for acceptance, recommend a counselor review, or suggest that we decline this applicant.

LT Admin will complete the national review stage on the applicant's assessment after the decision has been made.

At the top of the email, it will be stated that we need national approval for this participant and that we need their thoughts on the applicant.

The Reliant LT National Reviewer's role is to make sure that everyone has approved. If one national reviewer suggests an additional condition or asks a clarifying question, then it may begin another round of approvals from the whole team. The Reliant reviewer's role is to keep track of all the email responses and make sure that all team members have given a thumbs up before moving forward with the next steps.

Once a unified next step from the national review team has been determined, the application will then move to counselor review, accept with conditions or decline the participant. If there was a change in the original conditions presented by the Collegiate Reviewer, the Collegiate Reviewer may want to talk with the local church pastor first who will inform the participant before the accept with conditions email is sent to the participant.



There is a potential that after sending it to the counselor review, the collegiate reviewer wants to request a second national approval before moving forward past the counselor review. If so, the national review process steps above will repeat. The collegiate reviewer will add the second national review approval information to the scorecard under the counselor review stage.

Counselor Review

The next step after the LT National Review is the Counselor Review.

- The Reliant LT National Reviewer will move the applicant to Counselor Review in Breezy, and Breezy will notify the Collegiate Reviewer that a counselor "recommendation" is needed. (We use the word recommendation, but the counselor is not allowed to make an actual recommendation due to liability on their end. They can however assess how the applicant is doing, which will help us determine the next steps.) It will also email both the Collegiate Reviewer and the local church pastor with instructions asking them to let the participant know we would like them to receive a counselor review.

Counselor Review Email Template

To the Collegiate Reviewer and the local church pastor

Subject: Counselor Review Instructions: {{ applicant.full_name }}

Hello!

The National LT Program Reviewers have requested a counselor review for {{ applicant.full_name }} due to the nature of the concerns on their assessment.

The applicant may or may not have been asked this question based on their responses in the assessment (so the below answer may be blank), but here are their responses on their assessment regarding counseling:

- Are you currently seeking a counselor for your suicidal concerns?:
- Have you discussed your participation in this program with your counselor?:
- If accepted into the Program, would you plan to continue seeing a counselor during the Program?:
- If needed, would you be willing to consent to sign a release with your counselor asking them to fill out a current assessment and stabilization plan to share with our national LT assessor to assess readiness for your attendance for this Program?:

Please follow up with the applicant to confirm that they are willing to ask their counselor for a current assessment and stabilization plan and share the information below on how to receive a current assessment and stabilization plan. Mike Klunke can assist you with any questions. There may have also been other conditions requested for this applicant that Mike will share with you as well when he follows up.

It is a standard procedure for a counselor to talk to someone about their client if the applicant is willing to sign a release form. The counselor is then able to share their current assessment and stabilization plan. Please ask the applicant to sign a release form with their counselor (the release form would be given to them by the counselor upon their request) giving the counselor permission to share their current assessment and stabilization plan for Program attendance with Mike Klunke (National LT Assessor) as the receiver. Mike Klunke's email is mike.klunke@reliant.org.

Here is a sample letter template that you can share with the applicant to fill out together with their counselor to receive their current assessment and stabilization plan for their attendance to the Program. [Sample Letter from Counselor](#)

We also require all applicants needing a counselor review to create a safety plan. A copy of this plan will be shared with the Program Directors, the Program leader assigned to meet with the participant, and Reliant. Please ask the applicant to fill out this safety plan (we recommend local leadership review it with them) and please send a completed plan to LT@reliant.org. [Safety Plan Template](#)

Most counselors will not be able to continue meeting remotely during the summer due to the fact that the applicant will be in a different state. If needed, you can ask the applicant if they would potentially be willing to meet with a local counselor during the Program. Reliant Field Staff can view [Counseling for Event Acceptance on Solomon](#) for more details on options for counseling at the different Programs to discuss the options with the applicant.

Please also inform the applicant so that they are aware that if they are accepted, it is always recommended that an applicant needing a counselor review to be assigned an LT Program leader to meet with on a regular basis during the Program for accountability. If possible, we suggest that the LT Program Director reach out to the applicant prior to the beginning of LT to follow up and see how things are currently going (in case things have changed between now and the beginning of LT) and also to let them know the name of the leader that will be meeting with them over the summer.

Recommended Steps for talking with the applicant:

The local church leadership would set up a meeting with the applicant and explain the following:

- Share with the applicant that we are excited for him/her to have this opportunity.
 - Discuss that we want to make the program a success for them.
 - Explain that there are some condition(s) that he/she needs to meet in order to be accepted.
 - Explain to him/her the needed current assessment and stabilization plan from his/her counselor/therapist and how to obtain that as outlined above
 - We will also need a filled-out safety plan
 - Explain that we will need to wait for National Directors to review the counselor's current assessment and stabilization plan before we move forward.
 - Explain to them that if he/she is conditionally accepted, one of the conditions is generally to meet with a staff member for # of weekly meetings for check-in, accountability, and to care for him/her and ask if they would be willing to do that. And let them know that they may also be contacted a few weeks before LT begins by a Program leader begins to follow up.
 - Discuss the possibility of pursuing counseling over the summer with a local counselor (if necessary.)
 - After the meeting, respond back to Mike Klunke with how the meeting went, and if he/she agrees to those condition(s).
-
- The local church pastor will talk with the participant and give them the counselor review information, requesting the participant to ask a counselor for their recommendation and to send that recommendation to the Collegiate Reviewer.
 - Once the Collegiate Reviewer has heard back from the counselor and the green light is given:
 - Then the Collegiate Reviewer will make a note on the scorecard in the "Accept with Conditions" box and assign the applicant to Leadership Training.
 - LT@reliant.org will be notified the applicant has been assigned and will send the conditional acceptance email.
 - A safety plan (see below) is required for anyone accepted in a counselor review stage.
 - If Collegiate Reviewer receives a reason to be concerned, you have the approval to decline the applicant.
 - Move the applicant to the Declined stage and Breezy will send the applicant a declination email.

With an Event Assessment revealing concerns regarding suicidal thoughts, ideations, or past attempts, the National Reviewers may require (depending on the individual situation) as an additional condition - a counselor/therapist assessment before final acceptance. This may be required, even if the event director and Reliant are still in favor of moving forward toward acceptance.

As a potential condition for acceptance, Reliant would ask the applicant to sign a release waiver with their counselor/therapist. This waiver would then allow the Collegiate Reviewer (or both collegiate reviewer and local pastor) to be able to contact the counselor/therapist and get their thoughts and current assessment on their emotional stability (we cannot ask for their recommendation as that would be too much liability for them) on the applicant attending the program (or not). Reliant wants the collegiate reviewer to be on the waiver because we want to have the ability to contact the counselor /therapist to keep the lines of communication open over the entire course of the event if a follow-up conversation ever becomes necessary. However, Reliant would be open to allowing a local pastor to be that person listed on the waiver if the local pastor is also attending the program with the applicant and will continue following up with them.

The applicant's acceptance approval by the Reliant National reviewers could be conditional on the participant signing the release waiver, thereby giving the program director/local pastor the ability to talk with the counselor/therapist. If the applicant does not want to sign the release waiver, then this may possibly be deemed an unwillingness to cooperate (which may possibly be construed that they are potentially hiding something) and Reliant may decide that it is not willing to accept them for liability reasons. If the counselor/therapist does not give a positive assessment of the applicant attending the program, then generally Reliant will not accept the applicant for the program.

If the counselor/therapist's current assessment does not show emotional stability for the applicant for attending the program, but the collegiate reviewer is still not convinced that the applicant should be accepted (even after talking to the counselor/therapist), then Reliant reserves the right to not accept the applicant.

In most cases, the applicant is already seeing a counselor. This is standard procedure for the counselor to talk to someone (we recommend the program director or if need be the local pastor) about their client. Once the participant signs the release the counselor is able to communicate with that person to discuss the current assessment with their client to attend the program over the summer.

If the participant is not seeing a counselor/therapist, then Reliant may ask that they go see a licensed counselor in order to move forward with our conditions for acceptance. But, we also understand that a counselor/therapist may not want to make an assessment after just one or two therapy sessions and Reliant will need to take that into consideration on how to move forward from there.

These types of scenarios will be treated on a case-by-case basis. Reliant may potentially move forward with provisionally accepting an applicant prior to the conditional acceptance criteria being completed. Reliant may do this with the caveat that we could still potentially withdraw initial acceptance from the applicant if after any condition(s) are met and we still later decide that the applicant should not attend the program. Reliant suggests that the local pastor at least have the applicant state that they are willing to move forward, with understanding this above condition, before Reliant officially accepts them. The final decision is left in the collegiate reviewer's hands to say if they would prefer that Reliant wait until the condition(s) have been fully met and discussed before moving forward. Or if the national reviewer feels comfortable, Reliant can move forward knowing we could potentially retract our acceptance at a later time.

Asking for Counselor's Assessment

Here are instructions for how to ask the event applicant for their counselor's assessment for a Reliant program: This would typically be sent to a representative from the local church leadership that the program applicant is from, that would then meet with the applicant and give them this information to pass on to the counselor.

The local church leadership would set up a meeting with the applicant and explain the following:

- Share with the applicant that we are excited for him/her to have this opportunity.
- Discuss that we want to make the program a success for them.
- Explain that there are some condition(s) that he/she needs to meet in order to be accepted.
- Explain to him/her the needed assessment from his/her counselor/therapist and how to obtain that (see instructions below).
- Explain that we will need to wait for the collegiate reviewer to review the counselor's assessment before we move forward.
- Explain to them that if he/she is conditionally accepted, one of the conditions is generally to meet with a staff member for # of weekly meetings for check-in, accountability, and to care for him/her.
- There may also be a request to continue counseling remotely with their counselor or to meet with a local counselor during the program.
- After the meeting, respond back to the collegiate reviewer with how the meeting went, and if he/she agrees to those condition(s).



Reliant needs a current assessment and safety plan by the counselor/therapist stating that their client (the applicant) is currently emotionally stable. We would also like for the counselor and applicant to create a safety plan that can be shared with Reliant and the program.

The applicant, as the client, would need to sign a release waiver with their counselor for the collegiate reviewer to be able to interact with the counselor. Once he/she signs the release waiver, the counselor is able to communicate with the program director (via email or mail) with their assessment. Email or a letter would be best in order for the director to have the assessment in writing. If we can get this ASAP, that would be great! We do not need to know any private personal information about what he/she is discussing in counseling. Just whether or not the counselor feels they are currently emotionally stable. Let them know that they can also contact the program director with questions.

Letter from Counselor/Therapist

If the counselor does not specifically state that the written assessment to the collegiate reviewer may not be forwarded or shared, then Reliant would like to have a copy of the assessment to keep for their records. Thus, if the counselor notes that this may only be shared with the collegiate reviewer, then Reliant will put the decision in the collegiate reviewer's hands to make the decision as to whether or not they recommend acceptance of the applicant based on the counselor's assessment (as not to break the confidentiality agreement). If the collegiate reviewer sees any reason based on the counselor's assessment, not to accept the applicant, then the collegiate reviewer would need to make the decision to not accept the participant.



This is a sample letter of support from a counselor. It was written and discussed together with the program participant needing a counselor's assessment to show that the participant also agrees with the content within the letter.



Dear [Name of Collegiate Reviewer],

[Participant Name] has participated in [#] of mental health therapy sessions with me since [start date]. [Participant Name] attends weekly therapy to address managing [list of concerns: anxiety, depression, suicidal thoughts, etc.] During [Participant Name] time in therapy he/she has worked on developing healthy coping skills such as journaling, positive imagery, challenging irrational thought patterns, setting boundaries, assertive communication, mindfulness calming/relaxation techniques, and healthy emotional awareness and expression. [Participant Name] plans to attend weekly therapy for the remainder of the spring semester [year] with [Name of Counselor and Counseling Group].

At this time, [Participant Name] denies active suicidal ideations and denies active thoughts to self-harm. He/she agrees to seek help and communicate with support systems if thoughts of suicide or self-harm arise.

The following is a list of support people to contact:

[Name of friend]

[Name of family member]

[Participant Name] agrees to practice daily self-care for him/her mental health by engaging in the following activities: journaling, prayer, listening to music, being around friends, being outdoors-taking walks. [Participant Name] also plans to meet with program staff during the summer program to check in.

[Participant Name] was provided with crisis contact information: 1-800-273-TALK (the national suicide prevention lifeline), where she/he can access local crisis counselors. [Participant Name] agrees to contact crisis counselors and/or go to the nearest emergency room if needed during the summer program if she/he presents with a mental health crisis.

Sincerely,

[Name of Counselor and Participant Name]



All participants with suicidal concerns that are accepted into the program are required to fill out this safety plan. A copy of this plan will be given to the participant, the event directors, the program leader assigned to meet with the participant (if different than a program director), and Reliant.



Patient Safety PlanTemplate.pdf

CONDITIONS FOR SUICIDAL CONCERNS

- The most common condition for all applicants in the counselor review is to also ask them to meet with a staff member bi-weekly during the summer to help keep them accountable and to follow up with how they are doing.

- For those participants that have severe emotional struggles, we also suggest that a follow-up takes place with the participant (preferably around 2 weeks before the event) to confirm that their condition has not negatively changed and to receive any updates to help us prepare to care for the participant better during the program.
- We also ask the applicant to turn in a safety plan.

i After a participant with a concern of suicidal thoughts is accepted into the program, the conditions below are for the event director to follow. These are Reliant's normal protocols for suicidal concerns once the participant has been accepted.

- Review the shepherding google doc and safety plan for the participant. The [safety plan](#) will be located in the one-drive safety plan folder.
- Arrange weekly meetings with a program leader that is a mature, seasoned leader who has had experience with suicidal discussions. Make sure the leader knows who to contact and what questions to ask if the concern heightens.
- Have that leader meeting with the participant update a document (shepherding google document) with details from the weekly discussions (or they can update the event director who can then update the document) that is shared with the event leaders and Reliant. We want to have everything in writing to show that we have done our due diligence in caring for this individual appropriately.
- Request that they meet with a counselor on-site at the program if at all possible.

Counseling during the program

Many counselors can not continue meeting with their clients during the program if they are attending a summer program out of state because when they cross state lines they do not have a license to practice counseling in that state. However, there are some counselors who do allow for FaceTime meetings or phone calls. If the participant can continue meetings with their counselor over the summer we highly recommend that they continue meeting.

i Estes Park Center- YMCA

For Estes Park LT: On-site pastoral counseling- free of charge to YMCA employees at the Leggett Christian Center. Can ask students to do weekly meetings.

Silver Bay- YMCA

For Adirondack LT: On-site chaplain at the YMCA (Bruce Tamlyn) is also a certified counselor.

Snow Mountain Ranch- YMCA

Some program locations, such as the YMCA of the Rockies - Snow Mountain Ranch (Reliant's LT summer program in Winter Park, Colorado) offer counseling services available to their staff (all LT program participants are hired by the YMCA so they would all have this resource at this program location).

For this summer program, any participant could access Mind Springs Health - Granby, CO during their Open Access hours to initial treatment /therapy.

<https://www.mindspringshealth.org/treatment-services/locations/granby/>

Reliant's usual condition for any emotional and psychiatric concerns is to require the participant to meet with summer program leadership staff for a certain number of weeks over the summer to check in and see how they are doing. Typically the summer program leadership staff that is meeting with the participants is not a licensed counselor. Because of this, Reliant recommends the local summer program leadership review the information below to become familiar with what constitutes an involuntary commitment/mandatory treatment for a person to receive emergency psychiatric care (often resulting in hospitalization) if necessary. This is only if the person themselves does not voluntarily admit themselves and is deemed a danger to themselves (typically in the case of thoughts of suicide or self-harm.) We want to make sure the program leadership is aware that they may need to contact law enforcement if ever such an occasion should arise.

i Here is the link for Colorado: <https://www.treatmentadvocacycenter.org/browse-by-state/colorado>

Here is the link for New York State: <https://www.treatmentadvocacycenter.org/browse-by-state/new-york>

National Suicide Prevention Lifeline: 1-800-273-TALK to access local crisis counselors.