

LT Startup Information Needed



Collegiate confirms their LTs for the next summer during their Collegiate National Board meeting in mid-November. A new LT can not officially be set up online without the NB's permission, but because the LT information is due so quickly after the NB is over to be able to launch the website by Thanksgiving, paperwork is sometimes sent to the potential LT director(s) in advance. Reliant will need to set up a new fund number before the online registration can be launched. Once the Collegiate NB has voted to add the new LT and the LT directors have been chosen, The National LT Director will need to send Dave Meldrum Green an email saying please add a new LT fund connected to our Collegiate fund and verifying the official director (or co-directors) for that LT fund. The director(s) will be then become the signers for all finances within that fund so any financial requests made will need the approval of a signer for that fund. If the directors wish, they can request additional signers of their LT fund (ex. a finance administrator for their LT) by adding that to the LT set up form.

Once you are ready to launch an LT, you will submit an LT set up form. Our goal is to have collected all LT info (in the LT set up form) by early November (as soon as you hear a yes from the Collegiate National Board that the LT can take place) for a live launch of LT registration by Thanksgiving.

Each year, the directors and Reliant will need to edit the following for the LT Assessment in Breezy:

Pages from the Breezy assessment.

- The specific LT pages in Breezy that explain dates, costs, etc. (This info will be given to Reliant on the LT set up form)
- The acceptance email (sent from Breezy)
 - [Estes Park Acceptance Email](#)
 - [Adirondack Acceptance Email](#)
- The orientation packet
 - [Estes Park LT Orientation Packet](#)
 - [Adirondack LT Orientation Packet](#)

How to fill out the Y application.

- [How to Fill out Y Application- Estes Park](#)
- [How to Fill out Y Application- Adirondack](#)

LT Setup Form

Some things to make sure are filled out when completing your event setup form.

- We will need the names of all the LT staff and the dates they will be at LT along with any LT fees to charge.
- A list of speakers and the dates they will be speaking and amount for their honorarium.
- Who will be your finance administrator?

LT Sample Online Assessment

There are two websites associated with a Collegiate LT.

These two websites will need information about a new LT.

1. [Reliant Assessment](#) - where participants will actually apply ([LT Sample Online Assessment](#)). Reliant will give directors (or LT administrators) access to view who has applied through [Collegiate LT - Breezy Reports](#). LT payments will be made on [reliant.brushfire.com](#).
2. The other site is [collegiate.church/leadershiptraining](#)
 - a. This site is Collegiate's LT information page for students and parents. There is a link on this site to register on the Reliant site (and on the Reliant site is a link to the Collegiate site for more info).
 - b. On the Collegiate website, each LT has a welcome page, a program details page, info about the program director, info about finances (payment and dates), employment info (which is similar to the page we are asking you to send Reliant on employment), and the other ones have a student's perspective.

Questions?



Caleb Hayworth

Email: caleb.hayworth@reliant.org

Phone: 407-917-3203

Title: Systems Administrator

Department: Collegiate Program Team