



### **Steps to Starting a GATEWAY Phase II Site**

1. An EFCA District, or interested party within the district contacts GATEWAY:
  - a. Marcos Solt, Assistant GATEWAY Director for English sites, [marcos.solt@efca.org](mailto:marcos.solt@efca.org)
  - b. Ricardo Palmerin, Assistant GATEWAY Director for Spanish sites, [ricardo.palmerin@efca.org](mailto:ricardo.palmerin@efca.org)
2. After the district and one of the Assistant Directors agrees to start a GATEWAY Phase II site, the process will begin to have the district become a GATEWAY Phase II satellite. There can be several sites/locations within the satellite (district), but this formal approval process only needs to be done once.
3. A satellite coordinator (one per district) needs to be chosen by the district, usually the proposed facilitator of the first Phase II class.
4. The satellite coordinator submits a GATEWAY application and a digital photograph to Kris Driscoll, GATEWAY Administrative Assistant [kris.driscoll@efca.org](mailto:kris.driscoll@efca.org)
5. Kris Driscoll will fill out and submit the site finalization form to TUMI as well as send them the facilitator application & digital photo.
6. After final approval of the satellite and coordinator, Kris Driscoll will send the coordinator/facilitator of the first class:
  - a. Information from TUMI (whose Capstone Curriculum we use for 10 modules), username and password, with an overview of the [tumi.org](http://tumi.org) website
  - b. Information about reports due to TUMI Jan. 15, May 15 and Sept 15.
  - c. An invoice for the first year site fee for the coordinator to present to the district
  - d. Forms
    - Phase II Brochure
    - Phase II 10+2 Curriculum
    - Student Application
    - Credit Card Authorization form
    - Module Order form
    - Grade & Attendance Chart
    - Extra texts & Reading Assignment form
    - Accounting for Modules form
    - Certificate order forms
7. The facilitator may want to hold an informational meeting/orientation a month to 6 weeks ahead of the first class date in order to collect applications

- and fees, direct the students to order the extra texts (usually from Amazon.com), explain the plan of study, the commitment required, general overview of a what the class will be like and decide on a schedule that will work for the majority.
8. The facilitator will send the applications and fees collected to: GATEWAY, P.O. Box 1223, Helotes, TX 78023. All checks are to be made out to “EFCA”, but do not send directly to the EFCA National Office, but to the GATEWAY Office.
  9. The facilitator will email a Module Order form to Julie Mandes, Administrative Assistant at: [julie.mandes@efca.org](mailto:julie.mandes@efca.org).
  10. Modules should be ordered well in advance of the class that they would be used for because they will be shipped to the facilitator to distribute to the students on the last class meeting of the previous module.
  11. Attendance and grading forms need to get emailed to Julie Mandes at [julie.mandes@efca.org](mailto:julie.mandes@efca.org) after each module is completed.