

Application Processing

1. Receive and review weekend applications.
2. Enter the application information into the spreadsheet.
3. Deposit the check, and record the date of deposit in the spreadsheet.
4. E-mail the deposit information to the Treasurer.
5. Send letter to the candidate and the sponsor acknowledging receipt and acceptance of the application. A reminder about sponsor responsibilities is included with the sponsor letter.
6. Once an application is processed, send the candidate's name, sponsor name and church to the Lay Director and the Web servant via e-mail to be posted on the Cum Christo website.
7. Two weeks prior to the weekend a second letter is sent to the candidate informing them of what they need to bring and to the sponsor to remind them of their duties before and after the weekend.
8. The number of candidates who are approved for a weekend will be limited to fifteen (15) firm candidates.
9. When a candidate has to cancel his/her attendance at a weekend send a letter acknowledging the cancellation and let the candidate know they have been moved to the next weekend
10. Scan all applications. E-mail a copy of all applications to the:
 - a. rector
 - b. assistant rector
 - c. person responsible for 4th day packets
 - d. person responsible for name tags
 - e. person responsible for the data base
11. If any candidates have dietary restrictions, e-mail their name, contact info, and dietary restrictions to:
 - a. the person responsible for weekend food preparation
 - b. Martha Warren. Martha prepares the cookies for the weekend.

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12. If there are any last-minute candidate additions or cancellations, all of the previously identified persons must be notified via e-mail.
13. In the event a weekend is full, those on a waiting list will be notified in writing of the next available weekend.
14. In the event a weekend is cancelled:
 - a. A letter is sent to each candidate informing them of the cancellation.
 - b. Contact each sponsor to determine if the candidate would like a refund check.
 - c. For any refunds, send the request to the Treasurer.

For additional information please contact Paul Bajorek at "pbajorek@hotmail.com"