



Mentor's Checklist

This form is for your convenience in tracking your LifeWorks request. Please use it to expedite your processing time. Thank you!

Activity name/destination _____ Activity date(s) _____

Faculty Mentor _____ Department _____

Process start date _____

Approvals

- Department chair approval
- Paperwork to LifeWorks office, including:
 - Proposal
 - Proposed budget

The faculty mentor will be notified of the decision regarding funding. At that time, if your proposal was approved you will be notified of any amendments.

- Amendments required: _____
_____ amendments completed

Funds

- send department account number to LifeWorks for transfer of approved funds

Reports

Forms may be accessed at <http://www.evangel.edu/LifeWorks>. Following the activity, all reports should be turned in at the same time.

- Faculty mentor report form
- Reports from each student
 - Student data report forms
 - Reflection paper, if required (3-5 pages)
- Departmental mentoring expenditure report
 - Itemized expenses
 - Original receipts

Following receipt of all complete reports, LifeWorks will process stipend requests.