

## INSTRUCTIONS TO APPLY

Below are required next steps to submit necessary information in the application system:

1. Log in to [apply.focusmissions.org](http://apply.focusmissions.org) using your One Login email.
2. Create an application for the MY24 Summer App.
  - Under “Mission Type” select Summer Project
  - Select your preferred trip title (ex. Big Sky) under First Preference
    - i. Select a Second Preference
    - ii. \*not all applicants get their first preference
  - Fill out all personal information completely and accurately
  - Do NOT mark any information for language competency, but make appropriate selections for all other multiple choice
  - Key in any single character to satisfy all free response sections (no written answer needed)
3. You will be contacted in the next 7 business days to schedule an interview to join Summer Projects.
4. **If accepted**, a Summer Projects team member will confirm your application in the system, generating an automatic email requesting that you submit your Accepted Forms.
  - Submit your medical and emergency contact information within **3 business days** of receiving the email.
    - i. Ignore the Staff Liability Waiver and Financial Agreement.
      1. Summer Projects has separate waiver and agreement forms.
      2. You will receive these forms in a separate email from Jess Laurenzano, Michael McPherson or Stephen Doran.
      3. Complete and submit these forms withing **3 business days** of receiving the email.
  - You will begin fundraising for the trip immediately following acceptance.
    - i. You will receive a fundraising manual and fundraising coach.
    - ii. Be on the lookout for meetings with them.

If you have any issues with setting up your account or submitting forms, please make note and ask your assigned Summer Projects Fundraising Coach when they reach out to you.

God bless,