



interweave
SOLUTIONS



Success Ambassador Guide

HOW TO BE A SUCCESSFUL AMBASSADOR

CHARITY WITH A BOTTOM LINE – BUSINESS WITH A HEART

TABLE OF CONTENTS

Welcome, Ambassadors!.....	1
The Organization of Interweave	2
Your Management Team	3
How to Certify as a Success Ambassador.....	4
Requirements to be a Success Ambassador.....	5–6
Procedures for Success Ambassadors.....	7–8
Success Ambassador Mentor	9
The Responsibilities of Success Ambassadors	10
..... Generate Groups.....	11
..... Facilitate Groups	12
..... Graduate Groups	13
..... Maintain Groups	14
Success Platform.....	15–20
MBS Requirement Forms.....	21–24
Thank You!.....	25

WELCOME, AMBASSADORS!

Being a Success Ambassador is a very important role in the world of Interweave. Without Success Ambassadors, Interweave could not be as effective throughout the world as it is today. We are very grateful for all of you who put forth the necessary effort to find success while spreading the message of Interweave internationally.

As an organization, the mission, vision and values of Interweave are the following:

Mission: *We move people from poverty to prosperity through neighborhood self-reliance groups.*

Vision: *Self-reliance groups transform the way that the world fights poverty. Through these groups, millions of people will have higher incomes, better homes, and improved communities.*

Values: *We believe in...*

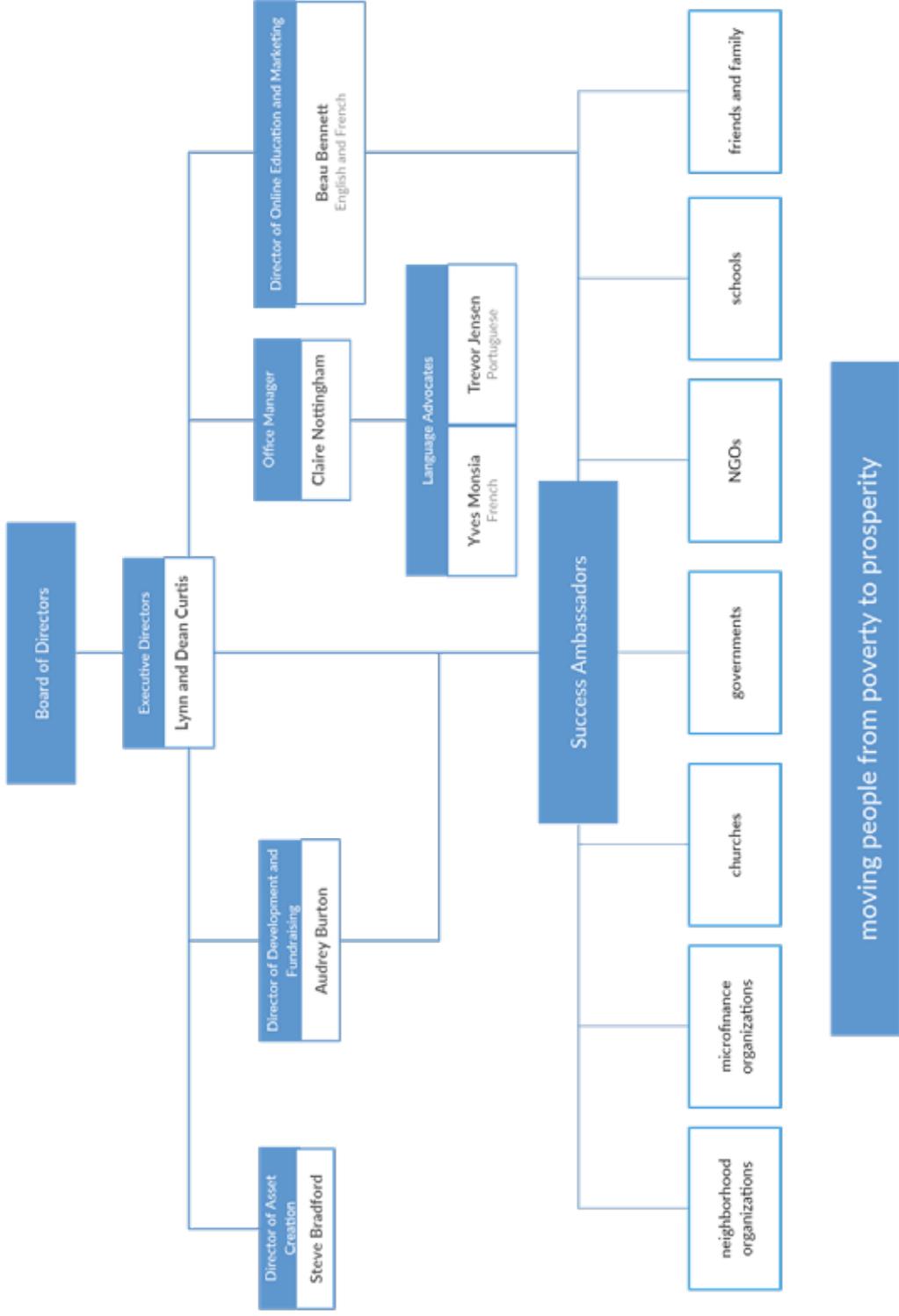
- 1. Mutual Respect for All*
- 2. The Power of Groups*
- 3. Creating and Sharing Success Stories*
- 4. Always Improving*
- 5. Integrity*
- 6. Do It Now!*

Thanks to you, as an Ambassador, the mission, vision and values of Interweave become reality. For these reasons we write this manual: to clarify responsibilities and basic standards of a Success Ambassador, to give encouragement and inspiration to those who might not find success quickly, and to thank you for all that you do. We appreciate you.



Dean Curtis
Co-founder of Interweave Solutions

INTERWEAVE ORGANIZATION



YOUR MANAGEMENT TEAM



DEAN CURTIS

Co-Founder and Executive Director
dean@interweavesolutions.org



LYNN CURTIS

Co-Founder and Executive Director
lynn@interweavesolutions.org



AUDREY BURTON

Director of Development and
Fundraising
audrey@interweavesolutions.org



STEVE BRADFORD

Director of Asset Creation
steve@interweavesolutions.org



BEAU BENNETT

Director of Online Education
and Marketing
beau@interweavesolutions.org



CLAIRE NOTTINGHAM

Office Manager
claire@interweavesolutions.org



YVES MONSIA

French Language Advocate
yves@interweavesolutions.org



TREVOR JENSEN

Portuguese Language
Advocate
trevor@interweavesolutions.org

REQUIREMENTS FOR SUCCESS AMBASSADOR CERTIFICATION

CERTIFY AS A SUCCESS AMBASSADOR

In order to certify as a new Success Ambassador, you need to complete the following steps:

1. Certify in the MBS course online, or in a face-to-face group.
2. Certify in and complete the Success Ambassador course online.
3. Teach and train an MBS group.
4. Pay applicable fees to Interweave.
5. Complete the Success Ambassador checklist and requirements found on myPlatform (see pages 5–6 for the platform requirements).

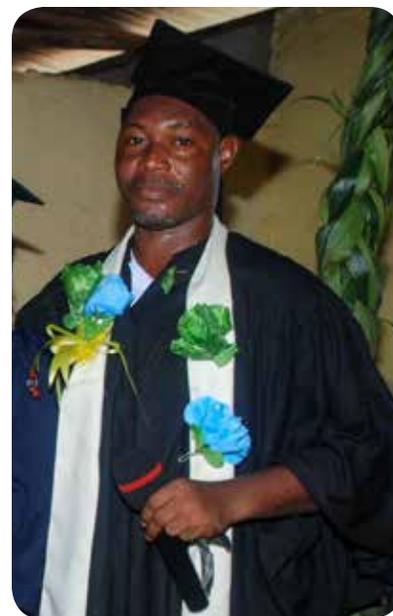
Below are pictures of current Ambassadors who have completed all the requirements necessary in order to become a Success Ambassador.



Francky A. – Cameroon



Juanita H. – Ecuador



Jude N. – Liberia

REQUIREMENTS FOR SUCCESS AMBASSADOR CERTIFICATION

Being a Success Ambassador

- A. Write the Interweave mission, vision, and values.

- B. How will you apply the values in your MBS business?

1. Generate Groups

Fill out the following checklist:

- A. Review the following on our website under resources and check when completed:
interweavesolutions.org/media-gallery
 - View in the section of *Success Stories*
 - Sofia
 - Jacqueline
 - Evelyne
 - View in the section *How to Facilitate*
 - How to Create Energy in a group
 - 6Ps activity
 - View in the section *How to Market the MBS*
 - The Power of Groups
 - Interweave Partners with Quito
 - View in the section *Webinars* at least one webinar to understand the resource

How can you use these videos to help you generate groups?

interweavesolutions.org/success-ambassador-resources

- Read the templates for making contracts
- Review the powerpoint slides
- Review the downloads section and the tools section

How can you use these videos to help you generate groups?

- B. Make a list of clients to whom you can offer the MBS. Be specific with names of organizations or family members, etc. .

- C. How are you going to set your price?

- D. Are you going to generate groups online and become a Success Ambassador Mentor? If so, what are your plans?

REQUIREMENTS FOR SUCCESS AMBASSADOR CERTIFICATION

2. Facilitate Groups

A. How will you implement the 8 Golden Rules? Comment on each rule.

1. Teach all the principles of the manual.
2. Facilitate, don't dominate.
3. Organize the room in a circle or semi-circle.
4. Care about the people in your class.
5. Hold people accountable.
6. Have fun!
7. Maintain records and paperwork.
8. Return and report.

B. To whom are you teaching your first MBS group in order to qualify as a Success Ambassador?

C. What is a code? How can you apply *CODE*, *DISCUSS*, *ACT* in your training?

3. Graduate Groups

A. Are you willing and able to create and register your own groups on the Success Platform? How confident do you feel in your abilities to manage your own account on the Success Platform?

B. How do the projects of MBS graduates become approved?

C. Explain the differences between a completion certificate and an MBS certificate.

D. What are the requirements in order to certify in the MBS course?

4. Maintain Groups

A. How are you going to help groups continue to meet?

B. What do you have to do in order to remain a qualified Ambassador?

C. Why do you want to be a Success Ambassador?

PROCEDURES FOR SUCCESS AMBASSADORS

INTERWEAVE SOLUTIONS

Procedures for Success Ambassadors

Interweave recognizes that certified Success Ambassadors have earned the privilege of creating and facilitating groups for Interweave.

Success Ambassadors are not employees of Interweave Solutions International. As a Success Ambassador, you create your own legal entity in which you can teach the MBS curriculum. Interweave will not pay for the legalization of your entity. If you desire, you can join with other Ambassadors in creating your legal entity.

Interweave provides the following procedures and policies for all certified Ambassadors:

The rights and obligations of the Success Ambassadors include the following:

1. Have the right to print and use Interweave materials.
2. Be known as an approved Success Ambassador in the Interweave website.
3. Receive the videos, resources, new products, and trainings offered by Interweave.
4. Present candidates to receive an MBS or Success Ambassador Certificate from Interweave Solutions International through the Success Platform.

To remain approved, part of every day Success Ambassador responsibilities are the following:

1. Live according to the Mission, Vision and Values of Interweave.
2. Register all facilitated groups within myPlatform and fill out all necessary information for participants.
3. Facilitate using the 8 Golden Rules of Interweave.
4. Facilitate at least one group in the first six months after your graduation and facilitate at least one group a year. If you cannot comply with this requirement, you will have to explain to Interweave Solutions International why you should remain a Success Ambassador.
5. Submit, or have participants submit, a pre and post evaluation, complete business plan, home quality of life plan and community service plan to Interweave International for each participant through myPlatform.
6. Print and/or deliver all MBS Certificates that are issued through myPlatform.
7. Success Ambassadors must obtain the approval of Interweave International to teach any other model using the Interweave method that does not consist of the models already approved by it.
8. Cooperate with other Success Ambassadors in your area.

PROCEDURES FOR SUCCESS AMBASSADORS

Interweave will issue each Success Ambassador a professional contract stating that they are an official representative of Interweave and have the right to use materials and teach curriculum. Interweave will also issue an additional contract if necessary to the legal entities of the Success Ambassadors.

If a Success Ambassador works with or for a legal entity that uses Interweave materials, this entity will have the right to evaluate the Success Ambassador to assure that they are following both Interweave and their own standards.

When establishing the legal entity or organization, we ask that the following names **not be used** in order to avoid legal conflict:

- *Interweave Solutions*
- *Interweave Solutions International*
- *or anything similar to Interweave Solutions (ex. Interweave Business Solutions, Interweave Solutions Ambassadors, etc.)*

We invite all Success Ambassadors from every city to be a part of a coordination council that regularly meets. However, we will not force any ambassador to be a part of said council.

A legal entity or Success Ambassador that has created groups can contract another Success Ambassador to facilitate groups if the two parties come to a mutual agreement of prices and standards.

All Success Ambassadors will be included in a list of approved Success Ambassadors on the Interweave website. You will be taken off the list if you do not comply with the standards of Interweave. If necessary, we will announce through email and social media that said person is no longer a Success Ambassador.

NOTE:

If you do not already have a contract between you and Interweave giving you official permission to be a Success Ambassador, please send an email to: claire@interweavesolutions.org, with the subject of the email being: Success Ambassador Contract. You will need to provide a legal identification number, along with your full name and city of residence.

We also offer business cards and official nametags for Success Ambassadors. You can send an email to: claire@interweavesolutions.org asking for these resources, with your name, email, and telephone number.



SUCCESS AMBASSADOR MENTOR

What is a Success Ambassador Mentor?

A Success Ambassador Mentor is someone who teaches and mentors a person or a group through the internet. Interweave wants to share the MBS program with the whole world. We are constantly marketing the program and recruiting new members. Many people are interested in taking the course online, but every candidate that wants to receive the MBS online will need a Success Ambassador Mentor when they take the course.

You, as an ambassador, can invite friends and family that are in a different geographical location to take the MBS course online and work as their mentor throughout the course. You are also welcome to invite others to become Success Ambassadors, however you will not mentor them but rather be granted a portion of their fee for having given the reference to Interweave Solutions International.

How to become a Success Ambassador Mentor

An ambassador who wants to become an official Success Ambassador *mentor*, meaning that they would like to train participants through our online course, must do the following:

1. Take the Success Ambassador Mentor Course online through TalentLMS.
2. Have experience with and understand TalentLMS and myPlatform.
3. Be approved by Interweave Solutions.
4. Follow and live by Interweave values and standards.



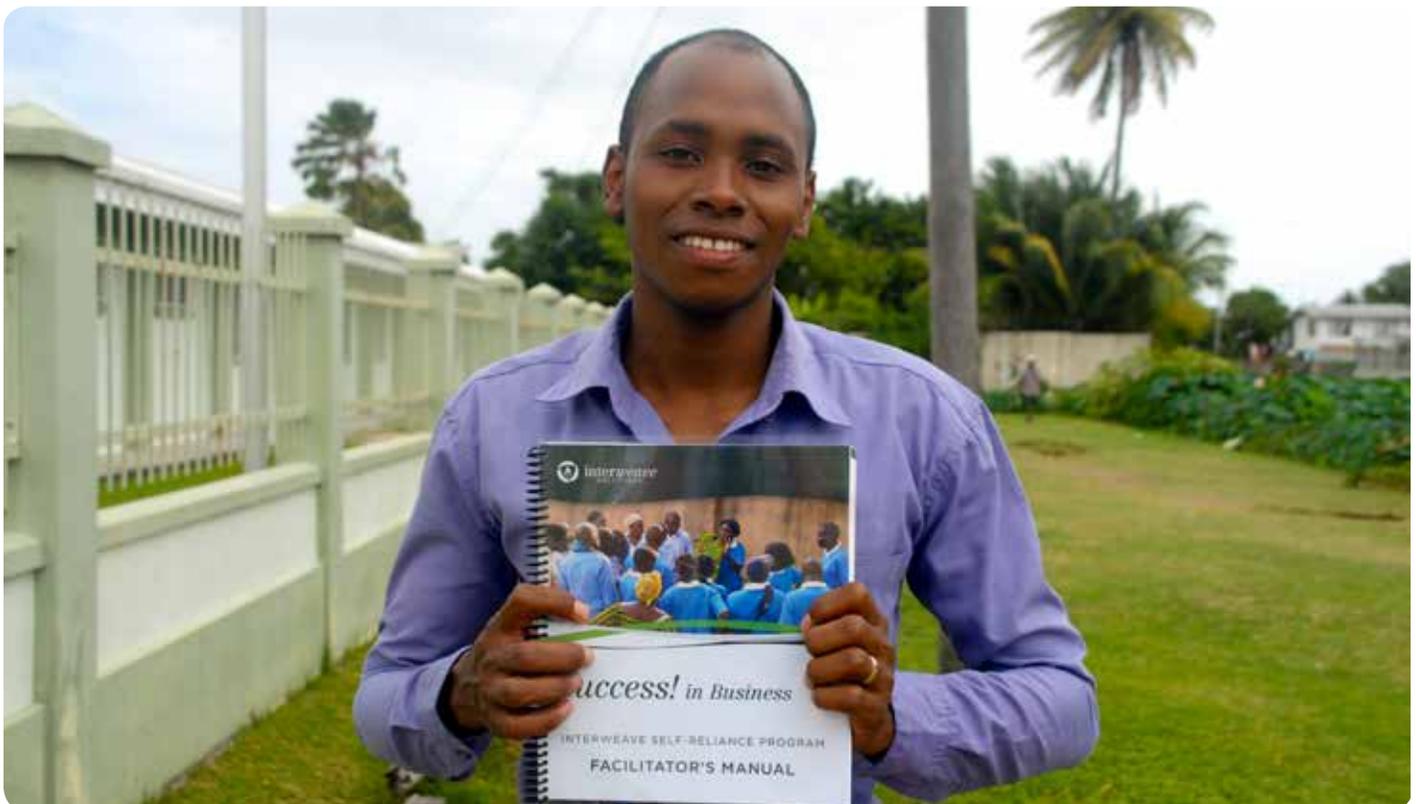
THE RESPONSIBILITIES OF SUCCESS AMBASSADORS

A Success Ambassador is not just someone who has received their MBS and Success Ambassador certificates. They are someone who agrees to positively represent Interweave Solutions in their community. They accept responsibilities and treat participants, sponsors, and other ambassadors in a cordial, kind and educated way.

As a Success Ambassador, you need to maintain a channel of open and effective communication with Interweave Solutions Central Office as well as the Success Ambassadors in your area.

The primary responsibilities in order to become a successful ambassador are the ability to do the following:

1. *CREATE GROUPS*
2. *FACILITATE GROUPS*
3. *GRADUATE GROUPS*
4. *MAINTAIN GROUPS*



1. GENERATE GROUPS

Success Ambassadors worldwide help people become self-reliant by forming MBS self-reliance groups. Here are some ideas in order to help you create groups that Success Ambassadors have done:

- Invite your neighbors, friends and acquaintances
- Contact your local libraries to see if they are interested in the program
- Contract with technical schools, beauty schools and construction schools
- Invite students to take the course (secondary education or university)
- Contract with local government organizations
- Contract with tourism entrepreneurs
- Contract with NGOs
- Create a group for the elderly
- Contact local churches and invite them to take part in our program
- Contract with microfinance institutions

CONSIDERATIONS AND GUIDELINES:

- Success Ambassadors contact individuals and organizations in order to create MBS self-reliance groups.
- Success Ambassadors have permission to print the participant manual, as long as they respect the level of quality required by Interweave Solutions. They can also buy the manuals from Interweave Solutions for \$3.50.
- Success Ambassadors should not use the name of Interweave to sponsor, promote, or finance activities, groups or associations not authorized by Interweave Solutions.
- Success Ambassadors must register their group within myPlatform as soon as they begin. They upload their participants' paperwork to the platform or have the participants do so when the course is completed.
- In our media gallery (www.interweavesolutions.org/media-gallery) you should watch videos and monthly webinars that will help you form groups and market the MBS Program.
- There are also many other resources found on our website we want you to use to become better Ambassadors. You can find examples of contracts, powerpoints, logos, manuals, and much more. Go to www.interweavesolutions.org/success-ambassador-resources. The password to this page is: interweave.
- If you have any questions, please send an email to team@interweavesolutions.org.

2. FACILITATE GROUPS

THE EIGHT GOLDEN RULES OF SUCCESS AMBASSADORS

1. **Teach every principle in the manual.** Adapt to the culture of your group without eliminating the principles. Optimize your time. Remember the three components of the manual: Present code, discuss, and act, but make sure to teach all the principles.
2. **Facilitate, don't dominate.** Allow the class to be interactive. The participants should talk more than the facilitator. Choose leaders in order to help lead the class.
3. **Organize the room in a circle or semi-circle.** Avoid arranging seats into lines like a traditional classroom. Explain the purpose of the circle/semi-circle to the participants: this way they will be able to see and support each other.
4. **Care about your participants.** Learn their names and their businesses. Be interested in their individual progress and not just in finishing the class each week. Challenge each other.
5. **Hold your participants accountable.** Make sure that your participants set goals, save, use action partners and return and report each week. Encourage them to be honest in their reports.
6. **Have fun!** Use icebreakers, sing and dance, applaud and stand up and shout. Energize the group. Reward their accomplishments with recognition.
7. **Maintain paperwork.** Help participants complete the pre and post evaluations, as well as their plans and financial records. We recommend that you ask your participants to pay before the course starts, or at the very latest by the third unit. If you don't do this, you risk the chance of not being paid by the participant.
8. **Return and Report.** Register all your groups on the Success Platform as soon as they start. Plan graduation at least 15 days after the last day of classes. Submit all required paperwork from your participants at least 8 days prior to graduation.

**HELP US AS WE STRIVE TO KEEP THE PRINCIPLES AND PRACTICES
OF THE MBS THE SAME HIGH QUALITY, ALL AROUND THE WORLD.**

3. GRADUATE GROUPS

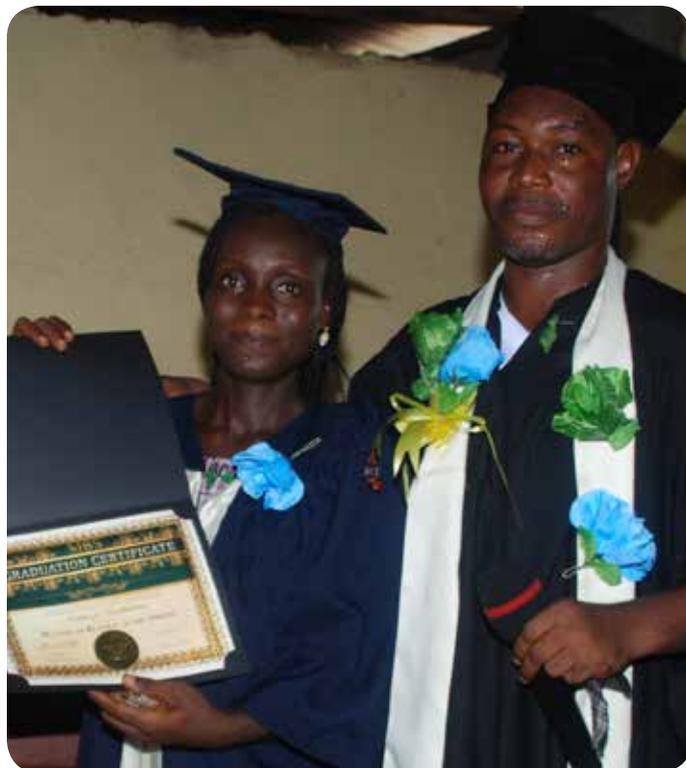
- Success Ambassadors are responsible for registering their groups on myPlatform and ensuring that the participants complete the MBS program requirements on the platform and that those requirements are uploaded to the platform in order to receive an MBS certificate at graduation.
- If participants do not turn in or meet the requirements of the MBS program onto myPlatform at least eight days before graduation, they will be awarded a certificate of completion instead of an MBS certificate. The certificate of completion will be a different color and have a different title. This type of certificate will not have the seal of Interweave. This should be clearly explained to all participants.
- Success Ambassadors plan the graduation program and prepare the graduation of their groups. They print off the certificates generated on myPlatform once their participants' projects have been approved. They should sign the certificate if needed and place the gold seal of the Interweave Logo in the bottom center of the certificate, where indicated.
- Ambassadors should send group pictures, articles, recordings, videos, etc to the Office Manager, Claire (claire@interweavesolutions.org) in order to publish them on our website and other social media accounts.
- A graduation is a celebration. You should have speakers from the community and from the group. You can decide as a group if you would like to rent graduation robes, but you will have to pay for that cost as a group, it will not be provided by Interweave.

EXAMPLE OF A GRADUATION AGENDA

- National Hymn
- Prayer (optional)
- Speakers from the sponsors of the group
- Speakers from some members of the group
- Speech from the facilitator(s)
- The granting of the certificates
- Dessert (optional)

NOTE:

Interweave International offers the *official seal* of Interweave for MBS and Success Ambassador certificates. These seals can be purchased by individual ambassadors through Interweave International. These seals add a greater value and sense of professionalism to the certificate. We encourage you to use them. Please contact the Director of Development, Audrey Burton, (audrey@interweavesolutions.org) for more information.



4. MAINTAIN GROUPS

Sometimes we hear the question: Why should I maintain my groups? We believe that is it through maintaining groups that our participants truly achieve self-reliance. By continuing to meet as a group, our participants are able to establish good habits, maintain accountability, and participate in active collaboration, all of which lead to true self-reliance. We include suggestions of how to best achieve these results below:

AFTER THE GRADUATION:

- Encourage all of your MBS participants to become Success Ambassadors.
- Have an election to choose group leaders to continue meeting after graduation.
- Have regular communication with the group through WhatsApp or Facebook. Send pictures, messages, and when necessary communicate face to face.
- Continue planning and executing your community service projects.
- Help facilitate ongoing meetings if the group desires. You can charge for the additional meetings if you need to be there.

MEETING IDEAS

As your group continues to meet, perhaps they will want to know what they can do on their own. Here are some ideas:

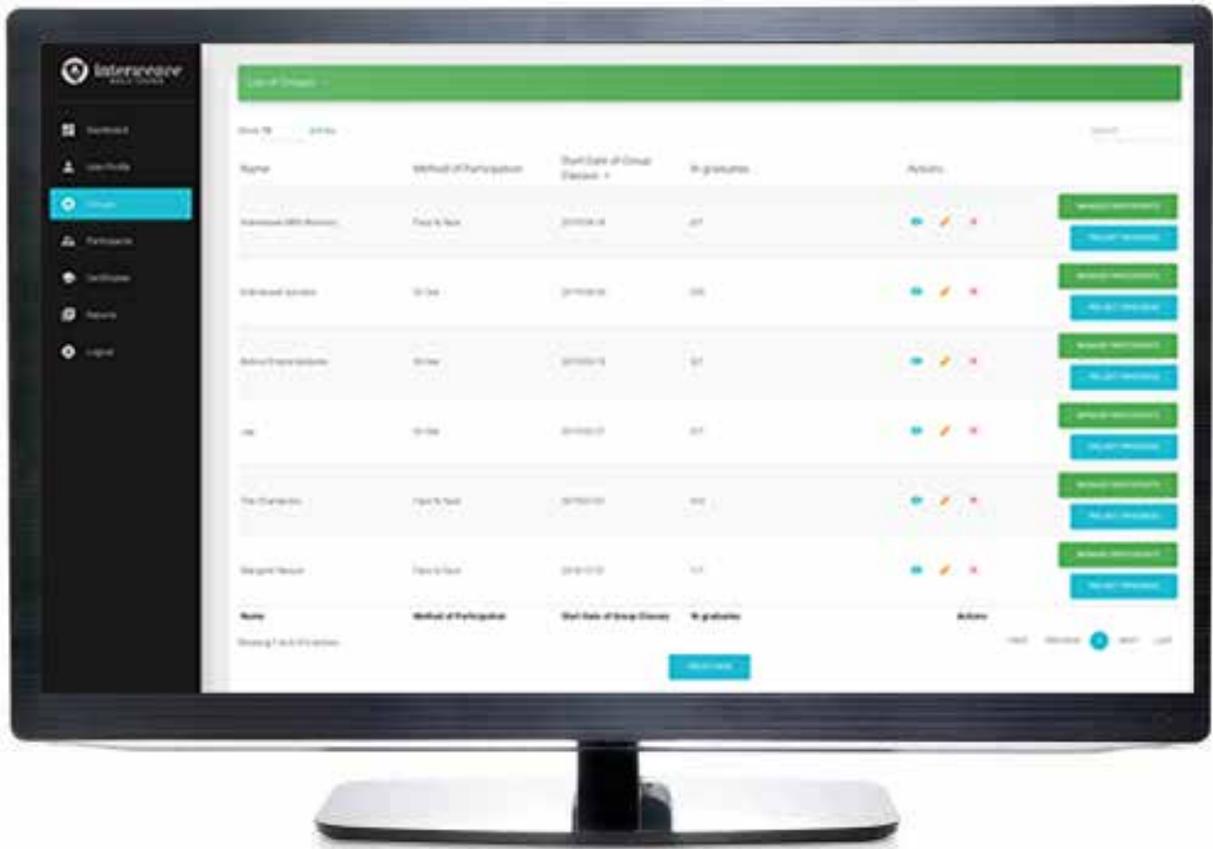
- Identify challenges that you face as a group. Find solutions to the problems and act on those solutions. See the table on the right side of the page.
- Revisit topics in the manual
- Respond to community challenges or service opportunities.
- Find a local expert or organization to teach and visit with the group.
- Renew your Home Plan (Quality of Life Wheel) and continue working on each of the sections.
- Find new businesses and self-reliance tools to teach each other.
- Share ideas, concerns, and commitments.
- Set short term and long term goals both as an individual and as a group.

CHALLENGES:	SOLUTIONS:
<i>Need money for business</i>	<i>Invite a micro-finance organization to visit the group.</i>
<i>Some member's can't read</i>	<i>Teach literacy for business in your group.</i>
<i>More help with accounting</i>	<i>Invite someone in the neighborhood to help the group.</i>
<i>Crime in the village</i>	<i>Organize a neighborhood watch plan.</i>
<i>Where can we meet?</i>	<i>Homes, parks, library, church.</i>



SUCCESS PLATFORM

myPlatform



interweave
SOLUTIONS

SUCCESS PLATFORM

WHAT IS THE SUCCESS PLATFORM?

A very important part of being a Success Ambassador is generating, facilitating and graduating groups. An excellent way to help you complete these duties is through myPlatform.

myPlatform, sometimes known as the Success Platform, was created by Olga Treve (Board Member), Dean Curtis (Cofounder), Audrey Burton (Director of Development), Sofia Morales (spanish Director of Online Education) and brought to life through the technical skills of Success Ambassador Leonardo Mauricio Gomez. Through this platform, Success Ambassadors are able to register their self-reliance MBS groups and participants. It is where Ambassadors can upload the MBS requirements of their participants in an organized manner, or invite their participants to complete their own requirements online through the Platform. It is where Ambassadors can download their participants' certificates and print them.

LOGGING INTO THE PLATFORM

If you have never logged into myPlatform as a Success Ambassador, the following instructions will indicate to you how to get started.

First and foremost, you are going to go to www.myplatform.interweavesolutions.org. You are able to switch this page to whatever language you feel most comfortable working in.

If you graduated as a Success Ambassador before the 1st of May 2019, then your username will be your email and your password will your Lastname123. For example, if my last name were Smith, my password would be Smith123.

If you graduated as a Success Ambassador after the 1st of May, 2019, your email will be your username and your password will be whatever password you last used to log into the Platform in order to fill out your Success Ambassador requirements. If you have any issues logging in, please let the Director of Online Education, Beau, know by emailing beau@interweavesolutions.org and ask for help logging into the platform.

CREATING GROUPS

Once you are logged in to the platform there are several options for you to explore. You will be able to edit your profile, register your groups, view your participants and their progress, and download the certificates of your participants after their projects have been approved.

The "GROUPS" section, found in the menu on the left-hand side of your screen is where you can register your current group. The important thing to remember is that as soon as you begin the group you need to register it within the platform. You will need to name the group, register how many people are in the group, the day that the group starts, the day that the group ends, and the anticipated graduation date. Please make sure that where it says "Local Organization", if you would like to put your own name (or any other name of your organization) it is in normal lettering and not capital lettering. For example, if the name of my organization was Interweave, the correct way to type it would be "Interweave" not "INTERWEAVE". The reason for this is that if the word is in capitals, it will not be legible on the certificate.

REMINDER OF POLICIES:

The graduation needs to be at least 15 days after the end date of classes. That gives you enough time to plan the graduation and print out the certificates and prepare after the projects are approved.

All of the MBS required paperwork needs to be submitted at least 8 days before the graduation. This allows the Director of Online Education enough time to revise and approve the projects. If the required paperwork is not turned in at least 8 days before the graduation date, then a *certificate of participation* will be given instead of an MBS certificate to the other students. They are always welcome to finish the process and then receive their certificates after graduation.

SUCCESS PLATFORM

REGISTERING PARTICIPANTS

Once you have created the group (make sure you save!), you can return to the list of groups by clicking the section GROUPS on the side menu or by clicking the button "Return to List". There, in the list of groups, you will see the group that you have just created.

Click the green button, MANAGE PARTICIPANTS in order to register your participants that you are teaching into the group. Once you are redirected to the new page, click the blue button that says create new to start creating your first participant.

You will need each participant's email, name, last name, country, city, WhatsApp number, and desired language. If they do not have an email address, you are more than welcome to make one up. For example, if your student's name is Demba Bodane, and your name is Medjo Ntyam, their made-up email can be demba@medjo.org. The reason they need an "email" is that it serves as the unique identifier through which the pre and the post evaluations can be compared.

Please make sure that the names are not in capital letters, for example, if I am registering someone whose name is Audrey Burton the correct way to type the name would be: Audrey Burton. The incorrect way to type the name would be: AUDREY BURTON. The reason for this is that the name will not be legible on the certificate if it is in capital letters.

ONLINE VS FACE TO FACE

Another important factor of the Success Platform is that it allows students the option to complete their own MBS requirements. That can take a burden off your shoulders as Success Ambassadors if your participants complete their requirements on their own. After you have registered your participant, if they want to complete their project online, they can go to myplatform.interweavesolutions.org and log in with their email that you registered them with as the username and their password as their Lastname123. For example, if their name is Francky Afangnon, their password would be Afangnon123.

However, if your students aren't familiar with technology, do not have access to the internet, or simply cannot or do not wish to complete their paperwork online, you can leave them in the default setting as "Face to Face" participants. The students will turn their requirements into you, written by hand (usually in their manuals), and you will have the responsibility to scan and upload these requirements.

SUCCESS PLATFORM

UPLOADING THE REQUIREMENTS (FACE TO FACE)

When your participants have completed the course, it is now your responsibility to collect and upload the requirements. *Please remember if you are conducting a face to face group to complete and collect the pre and post evaluations. You will need to upload these to the platform for each individual and fill them out accordingly.*

If you have taken pictures of the students' workbooks, please remember that the following pictures are needed:

- 1) Picture of their business plan, pages 66-68
- 2) Picture of their home quality of life plan, page 69
- 3) Picture of their community service plan, page 68
- 4) Picture of their Income and Expense log pages 54 OR 55
- 5) Picture of their Income Statement, page pages 56 OR 57
- 6) Picture of their Cash Flow Statement (three months minimum completed), page 58 OR 59

There are many documents for one person. All of these documents will need to be compressed into one file in order to be uploaded onto the platform. You will take each of these pictures and compress them into one file (.pdf, .zip, or .rar). If you need help knowing how to compress all of the pictures into a .zip, .pdf or .rar, please consult Google. If needed, email beau@interweavesolutions.org for assistance. It is a simple process, but different for each person depending on the computer that he/she is using.

Return to the list of all of the participants that you have registered. You will see buttons that you can click in order to upload their answers to the pre and the post-evaluation, as well as a yellow button that says MBS on it. Upload the .zip drive or other file you compressed (according to each participant) to the platform by clicking the yellow button that says MBS next to each registered individual's name.

It may see this is a long process to create a profile and upload documentation for each participant. It can be time-consuming, but it is worth it to have the data. You will be able to use the information from your participants' pre and post evaluations and know how many students you have trained and graduated in Interweave courses to better market yourself. This will help Interweave as well as we look for sponsors for scholarships or more people that are interested in our program. Feel free to ask for help around you as well. Many people have asked family members or neighbors to help, hired part-time secretaries, etc. Whatever works for you! Use action partners to help you with the hard work. You can do it!

SUCCESS PLATFORM

APPROVING PROJECTS AND PRINTING CERTIFICATES

The Director of Online Education will be informed as soon as you upload the MBS files to the Platform. He will review, suggest corrections, and approve them.

When the requirements are submitted on the platform, sometimes corrections need to be made. The Director of Online Education will revise the projects and send feedback if corrections are needed. As long as the participants have turned in their paperwork either through the platform or through you, then they will still qualify for an MBS certificate even if corrections need to be made within the 8 day period (as previously discussed in the Policy section.) We ask for your help in letting your face to face students know as soon as possible if there are corrections that need to be made. The online participants will know that corrections will need to be made through email. Once the corrections have been made, or if no corrections needed to be made, the project can be approved by the Director of Online Education. You will be notified by email once the projects have been approved.

Once the projects have been approved, the certificates will then be ready for download. Please go to the CERTIFICATES section in the menu on the left-hand side of the screen.

After clicking the section, find the group that you are looking for. Within this group, you have the option to download all of the MBS certificates at the same time by clicking the blue button on the bottom of the screen or to download each individually by clicking the MBS Certificate button next to their name.

When the certificates have been downloaded, please use whatever method is best in order to have the certificates printed and prepared for your graduation.

CONGRATULATIONS!

You now know how to operate within myPlatform. You know how to create groups, register participants, upload paperwork, and print certificates. If you have any questions, or have any problems while operating the Success Platform, please contact our Director of Online Education, Beau Bennett, by emailing beau@interweavesolutions.org.

THANK YOU!



MBS FORMS



MBS REQUIREMENTS

There is extremely important paperwork that you need to complete on or upload to myPlatform before your group can graduate. Some participants will complete their requirements online, but there are some people who don't have access to the internet, are not familiar with technology, or who simply want to complete the process by hand. It will be up to you, the Ambassador, to collect and upload this paperwork of each student to the platform in order for them to graduate.

The following forms are samples of the requirements that we need from **each one** of your participants so that they are able to graduate. We have also attached the pre and post evaluations we ask each participant to complete.

A blank form titled "BLANK BUSINESS, HOME & COMMUNITY PLANS" with sections for "PLAN", "PROFIT", and "PROVIDE".

All MBS graduates must submit a business plan following the 6 P's outline. It is found on pages 66-68 of the Participant Workbook.

A blank form titled "BLANK PERSONAL BUDGET" with a table for tracking "Income" and "Expenses" (Donations, Savings, Rent, Utilities, Food, Clothing, School, Transportation, Medical, Misc/Other, Entertainment, Other) with columns for "Plan" and "Actual".

MBS graduates should turn in samples of their records of a personal budget, Income and Expense log, and other required paperwork. Forms for these records are found on pages 52-59 of the Participant Workbook.

A form titled "BLANK HOME QUALITY OF LIFE PLAN" featuring a central circular diagram with eight surrounding boxes and a section for "YOUR LIFE ASSETS" with a list of items and checkboxes.

The MBS graduate should turn in a Quality of Life plan. They should use the form on page 69 of the Participant Workbook.

A form titled "BLANK COMMUNITY ACTION SERVICE PLAN" with sections for "PROVIDING" and "COMMUNITY ACTION SERVICE PLAN".

MBS graduates should complete a community service project and turn in a short summary of the project. This section is found on page 68 of the Participant Workbook.

A form titled "MBS/SELF-RELIANCE CERTIFICATION CHECKLIST" with sections for "APPLICANT INFORMATION", "MBS/SELF-RELIANCE CERTIFICATION REQUIREMENTS", and "MBS DOCUMENTATION REQUIREMENTS".

Review the MBS checklist to make sure that your MBS graduate has met all of the requirements. Send this sheet in with your signature and checks to verify that the applicant has met the requirements. This form is found in page 70 of the Participant Workbook.

A form titled "PERMISSION TO SHARE YOUR STORY" with a paragraph of text and a signature line.

We need permission to share our graduates' stories with other. If they don't want us to share their story, they can still receive the MBS. This is found on page 72 of the Participant Workbook.

PARTICIPANT PRE-ASSESSMENT

FILL OUT & HAND IN NOW

	No			Yes
1. I have my own business.				
2. I have a plan to improve my home and personal life.	Disagree	Somewhat disagree	Somewhat agree	Agree
3. I serve in my community.	Disagree	Somewhat disagree	Somewhat agree	Agree
4. I save money regularly.	Disagree	Somewhat disagree	Somewhat agree	Agree
5. My family spends less than we earn.	Disagree	Somewhat disagree	Somewhat agree	Agree
6. My family can afford the basic necessities of life.	Disagree	Somewhat disagree	Somewhat agree	Agree
7. I keep business records.	Disagree	Somewhat disagree	Somewhat agree	Agree

Participant Name

Date

*Each participant should complete the following pre-assessment during the first meeting.
At the end of the course, participants should also complete the post assessment form.
When you finish filling out this form, please give it to the group facilitator.*

PARTICIPANT POST ASSESSMENT

FILL OUT & HAND IN NOW

1. I have my own business.	No			Yes
2. I have a plan to improve my home and personal life.	Disagree	Somewhat disagree	Somewhat agree	Agree
3. I serve in my community.	Disagree	Somewhat disagree	Somewhat agree	Agree
4. I save money regularly.	Disagree	Somewhat disagree	Somewhat agree	Agree
5. My family spends less than we earn.	Disagree	Somewhat disagree	Somewhat agree	Agree
6. My family can afford the basic necessities of life.	Disagree	Somewhat disagree	Somewhat agree	Agree
7. I keep business records.	Disagree	Somewhat disagree	Somewhat agree	Agree
8. My business has improved because of this course.	Disagree	Somewhat disagree	Somewhat agree	Agree
9. My income has increased because of this course.	Disagree	Somewhat disagree	Somewhat agree	Agree
10. I want to become a Success Ambassador.	No			Yes

Participant Name

Date

Each participant should complete the following post assessment at the end of the course. Participants should have complete the pre-assessment at the beginning of the course. When you finish filling out this form, please give it to the group facilitator.

THANK YOU!

We hope that this manual could inspire you to be a more effective Success Ambassador. We hope you know much we appreciate all the work that you do in order to help Interweave improve and grow.

We always want to know how we can better serve you. If you have a suggestion, comment, or problem, don't hesitate to contact us. Email: team@interweavesolutions.org or call us at the number: **+1 (801) 362-5261**.

For more ideas or information about Interweave Solutions, you can visit interweavesolutions.org.

Don't forget to stay up to date with Interweave news through:

Our Facebook page: <https://www.facebook.com/interweave.solutionscc>

Our Instagram Account: [interweavesolutions](https://www.instagram.com/interweavesolutions)

Thank you! Let's continue working together so that everyone has a way to bring themselves out of poverty.





interweave
SOLUTIONS

734 N. 1890 W.
UNIT #31
PROVO, UTAH 84601

INTERWEAVESOLUTIONS.ORG