



SUCCESS AMBASSADOR GUIDEBOOK

*A GUIDE TO GET STARTED MOVING
PEOPLE FROM POVERTY TO PROSPERITY*

HIGHER INCOME — BETTER HOMES — IMPROVED COMMUNITIES

MISSION

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

VISION

Self-reliance groups transform the way the world fights poverty. Through these groups, millions of people will achieve higher income, better homes and improved communities.

VALUES

We believe in:

- Mutual Respect for All
- Always Improving
- The Power of Groups
- Integrity
- Creating & Sharing Success Stories
- Do It Now!



interweave
SOLUTIONS

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KEY URLS TO REMEMBER

Phone: m.interweavesolutions.org/login

Computer: myplatform.interweavesolutions.org

Website: interweavesolutions.org

At Interweave Solutions we respect everyone who has worked with us to fight poverty — and especially those who are working on self-reliance in their own lives. So while the stories in this manual are true, names and images may have been altered, characters combined and details changed to protect privacy and better illustrate the self-reliance principles.

Success Ambassador Guidebook

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UNIT 1: INTRODUCTION



- 1. Benefits of Becoming a Success Ambassador.**
- 2. Requirements to be a Success Ambassador.**
- 3. Expectations of a Success Ambassador.**
- 4. Responsibilities of a Success Ambassador.**

WHY BECOME A SUCCESS AMBASSADOR?

PRINCIPLE 1:

BENEFITS OF BECOMING A SUCCESS AMBASSADOR

AUTHORIZED TO:

- Print, use, and sell Interweave Solutions material.
- Teach the MBS course and charge individuals the price you set.
- Have your name and photo on the Interweave Solutions website.
- Receive a letter of authorization to teach the MBS course.

SUPPORT/NETWORKING

- Access to Interweave Solutions MBS marketing materials.
- Coaching from your Interweave Language Director.
- Invitation to attend weekly/monthly zoom trainings & semi-annual conferences.
- Join the Success Ambassador WhatsApp group.

FINANCIAL HELP

- Eligible to receive growth grants.
- Eligible to receive incentive grants to help recruit other Success Ambassadors.

PRINCIPLE 2:

REQUIREMENTS TO BE A SUCCESS AMBASSADOR

CERTIFY AS A SUCCESS AMBASSADOR

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

- Certify in the MBS course online or in a face-to-face group.
- Complete and certify in the Success Ambassador course.
- Teach and train an MBS pilot group and graduate at least 1 person on myPlatform.
- Complete the Success Ambassador checklist and requirements found at the end of this manual or found on myPlatform.



*Hello! My name is **Cade Curtis** and I am the English Language Director here at Interweave Solutions International.*

I earned my degree in Psychology from Brigham Young University. I have travelled to over 20 countries and I have done MBS training in many of those countries including Uganda, Kenya, Mexico, and El Salvador.

WhatsApp: +1-385-292-8829

Email: cade@interweavesolutions.org

PRINCIPLE 3:

EXPECTATIONS OF A SUCCESS AMBASSADOR

Certified Success Ambassadors have earned the privilege of creating and facilitating groups for Interweave Solutions.

Success Ambassadors are not employees of Interweave Solutions International. You can create your own legal entity or partner with other Success Ambassadors to teach the MBS curriculum. However, Interweave Solutions will not pay for the legalization of your organization.

If you establish your own legal entity or organization, do not use the name of Interweave Solutions in the title (Interweave Business Solutions, Interweave Solutions Ambassadors, Interweave South Africa, etc.).

SUCCESS AMBASSADOR RESPONSIBILITIES

To remain an approved Success Ambassador your responsibilities are as follows:

1. Live according to the Mission, Vision and Values of Interweave Solutions.
2. Register all facilitated groups within myPlatform and fill out all of the required information for graduation.
3. Facilitate using the 8 Golden Rules of Facilitation for Success Ambassadors.
4. Facilitate and Graduate at least one group a year.
5. Print and/or deliver all MBS Certificates that are issued through myPlatform.

Interweave Solutions will issue each Success Ambassador a professional contract stating that they are an official representative of Interweave Solutions and have the right to use materials and teach curriculum.

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

If you are found to not be living up to the responsibilities of Interweave Solutions the following actions will occur:

- **First offense:** Warning
- **Second offense:** Removal from Success Ambassador WhatsApp Group, a 1 month suspension from the online course & myPlatform, and no access to apply for grants. After the one month your Language Director will review your case to be reinstated.
- **Third offense:** Completely removal from Interweave Solutions.



PRINCIPLE 4:

RESPONSIBILITIES OF A SUCCESS AMBASSADOR

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. Success Ambassadors treat participants, sponsors, and other ambassadors in a cordial, kind and educated way.

Below are the four areas we will cover in this guidebook. Please read and apply all these areas and their respective principles carefully:

1. **Generate Groups**
2. **Facilitate Groups**
3. **Graduate Groups**
4. **Support Groups**



UNIT 2: GENERATE GROUPS



- 1. Who is your MBS Market?**
- 2. Tools to Help you Market the MBS Training.**
- 3. The “Job to Be Done” Theory.**
- 4. Compose Your 30-Second Business Statement.**
- 5. How to Set Your Price.**
- 6. Practice Your Marketing Presentation.**

PRINCIPLE 1:**WHO IS YOUR MBS MARKET?**

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:

- Invite your neighbors, friends and acquaintances
- Create a group for the elderly
- Contact your local libraries to see if they are interested in the program
- Contract with technical schools, beauty schools and construction schools
- Contract with schools and education systems to implement the MBS Course
- Contract with local government organizations
- Contract with tourism entrepreneurs
- Contract with NGOs
- Contact local churches and invite them to take part in our program
- Contract with micro-finance institutions

PRINCIPLE 2:**TOOLS TO HELP YOU MARKET THE MBS TRAINING**

When you become a Success Ambassador Interweave Solutions will send you a welcome packet to welcome you into our family. This welcome packet will be sent via email and will contain.

- Business Cards
- Brochures
- Electronic Business Card
- Access to the resource section on the Interweave Solutions website.
- A Name Tag

Additional resources you can use to market you MBS Business are:

- Videos found on our Youtube channel — youtube.com/c/InterweavesolutionsOrganization
- Social media channels — Instagram: instagram.com/interweavesolutions
Facebook: facebook.com/InterweaveSolutions
- myPlatform reports
- Your own URL to teach the MBS online.
- Contract proving you represent Interweave Solutions.

All of these items will help you build credibility as a Success Ambassador.

PRINCIPLE 3:

THE “JOB TO BE DONE” THEORY

The **Job to Be Done** theory teaches us that customers will buy (hire) a product for different reasons depending on that customers specific needs/wants.

Below are three stories to help illustrate this concept:

Isabella has one food cart with empanada’s that she started with her children. She has two different places she can move her cart to each day, the university and the local museum. But she has been struggling to make sales. She thinks to herself, “What is the **Job to Be Done** (specific needs/wants) for the students at the university compared to the tourist at the museum?”

A hard working student, named Jose, has 20 minutes before his next class but needs food in that time frame and is hungry. What do you think his **Job to Be Done** is? (*quick, hot, cheap, food*)

Stephanie is a tourist visiting the local museum. She is excited to experience the local food and culture. What is her **Job to Be Done**? (*clean safe cultural food*)

How will Isabella change her marketing approach depending on what the **Jobs to Be Done** for each customer are? Price? Serving size? Presentation? Packaging?

ACTIVITY:

WHAT IS THEIR JOB TO BE DONE NEED?

Consider the different organizations below. What is their **Job to Be Done**? Think through what their needs and wants are from their point of view. Write into the space provided the **Job to Be Done** for each organization:

GOVERNMENT AGENCY:



What is their **Job to Be Done** (*Specific needs/wants*)?

CHURCH OR CONGREGATION:



What is their **Job to Be Done** (*Specific needs/wants*)?

MICROFINANCE INSTITUTION:



What is their **Job to Be Done** (*Specific needs/wants*)?

SCHOOL:



What is their **Job to Be Done** (*Specific needs/wants*)?

PRINCIPLE 4:

COMPOSE YOUR 30-SECOND BUSINESS STATEMENT

STEP #1: INTRODUCE YOURSELF AND CREDENTIALS

Example: “Hello! I’m Joe Smith with Capetown Training.”

STEP #2: EXPLAIN WHAT IT IS YOU PROVIDE

Example: “I’m a certified Success Ambassador with Interweave Solutions International. I offer an international certificate called the Master of Business in the Street (MSB) training.”

STEP #3: STATE THE JOB TO BE DONE FOR THE ORGANIZATION YOU ARE TALKING TO

Example: “ The MBS program is designed to help you teach your church members to be more self-reliant. That way they can be in a position to help others and donate back to the church.”

*Sentence #3 will always change based on the customer’s needs and what their **Job to Be Done** is. Be sure you listen to the customer and think about how to approach the customer.*

STEP #4: END WITH SUPPORTING STATISTICS

Example: “Graduates of this course have reported an 88% improvement worldwide in their small business and a 90% increase in income after completing the course.”

ACTIVITY:

Pick an organization and, using these four steps, compose your 30-Second Business Statement for your Success Ambassador Training Business. Make sure to include their **Job to Be Done** needs into your statement:

Organization: _____

Statement: _____

PRINCIPLE 5: HOW TO SET YOUR PRICE

*The amount you charge is 100%
up to you and your discretion.*

You keep 100% of the money you make.



Below are five different options that you can use to charge individuals to take the course. There are benefits and downfalls to each of these choices.

OPTION #1: CHARGE AT THE BEGINNING OF THE COURSE

Pro: This ensures that before you ever begin teaching the course that you have received payment from your participants.

Con: The downfall is that many like to experience a little about the course before paying any amount.

OPTION #2: FACILITATE ONE OR TWO UNITS AS INTRODUCTION, THEN REQUIRE PAYMENT

Pro: By providing one or two units as introduction you allow individuals to test out the program and see if it's something they would like to pursue.

Con: The downfall is you might have individuals just take the introduction units and then not pay and drop out.

OPTION #3: PAY A LITTLE AT EACH CLASS

Pro: Allowing individuals to pay a little as they go through each class will make it more manageable for individuals who may not have the initial funds for the whole course.

Con: The downfall is you have to keep accurate track of who has paid, who hasn't, and then decide what you will do if a person doesn't have the money that night.

OPTION #4: FACILITATE THE COURSE FOR FREE BUT THEN CHARGE FOR THE CERTIFICATE AND MANUALS

Pro: By allowing individuals to go through the whole course for FREE you provide them with the knowledge for their businesses to be successful.

Con: The downfall is some may go through the course and never pay for the course. Really push the benefits of using the manuals and receiving an international certificate.

OPTION #5: OFFER THE COURSE FOR FREE

Pro: The MBS course has a \$200 USD value but you can waive the fee and give your participants a 100% scholarship.

Con: The downfall is how will you make money for your time?

PRINCIPLE 6:

PRACTICE YOUR MARKETING PRESENTATION

Using the steps below prepare a marketing presentation that you will give to an organization you plan on visiting first. It could be a church, NGO, government agency, or another organization:

INTRODUCTION AND BUILD RAPPORT

Step 1: State your business in 30 seconds.

Step 2: Ask the person to tell you about their organization or institution.

LISTEN TO THEIR JOB TO BE DONE

Step 3: Listen carefully for their **Job to Be Done**.

SOLVE THEIR JOB TO BE DONE

Step 4: Build credibility about you and the MBS training.

Step 5: Show Success videos from Interweave’s website.

Step 6: Show them the facilitator and participant manuals.

Step 7: Show them myPlatform and explain the purpose of it.

DECIDE ON THE NEXT ACTION STEP

Step 8: Offer to teach a pilot program with a sample group or their organization leaders keeping their **Job to Be Done** in mind.

Step 9: Discuss the price for the pilot program.

Step 10: Set up a time to come back to teach the pilot group.



USE ADDITIONAL RESOURCES

Once your myPlatform account has been transferred over to a Success Ambassador account, you will be able to see the statistics for all the countries. This can be important to show that you are a part of an international organization.

Global Certificates by Country MBS /Jr / Ambass				
	Nigeria	1325	0	149
	Benin	1310	0	52
	Bolivia	831	0	14

Marketing resources (videos, contracts, nametags, etc) can be found on the main website interweavesolutions.org. Click on **Log in** at the top right hand corner. Then click on **Success Ambassador Resources**. This is a protected page. The password you will need to type is: **Interweave**.

Success Ambassador Log-In



Click on the image above to log into the Success Ambassador Resources. This is a password protected site.



UNIT 3: FACILITATE GROUPS



- 1. The Power of Groups.**
- 2. Code – Discuss – Act.**
- 3. The 8 Golden Rules of Facilitation.**
- 4. Evaluate You and Your Group.**
- 5. Teach Financial Paperwork.**

PRINCIPLE 1: THE POWER OF GROUPS

Participant discussion and accountability are the key to the creation of impactful and life changing MBS groups. Your responsibility as a Success Ambassador will be to give participants in your group opportunities to discuss and act on the principles of the Master of Business in the Streets (MBS) Course.

All of the units in the MBS course are organized in three sections: **Report, Learn,** and **Commit to Act.** These three sections create accountability and participation to maximize the power of the group.

REPORT

At the end of Unit 1 of the MBS course, participants make their first commitments. In Unit 2 they report on those commitments. This pattern continues throughout the entire MBS course.

We recommend when teaching face-to-face, to have a whiteboard or paper where each person can put their name and whether they achieved the commitments they agreed to work on the class before. In the example below, the participants find their name on the white board and write YES or NO under the commitments they made before the group meeting starts.

When teaching individuals online and while people are moving through the course, ask each one individually how they did on their commitments from the class before. This is very important to do!



This is not a time to catch participants out or to point out that they are not being completely honest.

It is a time to encourage participants to keep trying and to get support from the group on how to overcome some of the obstacles that prevent them from achieving their goals.

How could they save a little next time? How do the other members of the group save? Are we successful if we only accomplish part of our goal?

Ask participants specific questions to help them work together and overcome challenges. Have them celebrate in each other's progress or jointly decide how they can do better.

LEARN

Participants learn and master new principles when they participate in Master of Business in the Streets (MBS) self-reliance groups. Each unit has 4 or 5 principles that you will need to discuss and learn.

The MBS is written to encourage participation. It is important that you don't stand in front of the group and lecture to the participants. When teaching face-to-face, put your groups in a semi-circle or circle to encourage participation. The process of **Code, Discuss, Act**, is another way to encourage participation and will be discussed in the next section.

Online, you can encourage participation by using WhatsApp groups, or the chat function during a video call. Choose a participant prepare ahead of time to answer a question or direct who is to respond.

For example say, "Let's hear your opinions, Alicia. What would you suggest." Then when Alicia finishes ask another participant, by name, to share what their thoughts are.

Collaboration and discussion is the most important aspect of the MBS program. If it takes longer to go through the MBS Course because you are having a good discussion that is okay to do.



COMMIT TO ACT

Participants set commitments for the upcoming week, promising to act on the principles they learned in the current lesson. In the *Commitments* section of each unit, participants make business, home, and savings commitments. These commitments encourage the participants to act on the principles learned during the week. Each participant sets similar goals so as a group they can help each other accomplish those commitments.

Please, have your MBS participants **Report, Learn** and **Commit** to act **every** time you meet.

We want you to create and experience powerful MBS Groups!

PRINCIPLE 2:**CODE — DISCUSS — ACT**

In the Master of Business in the Streets (MBS) course every single one of the units and principles followed the same pattern: **Code, Discuss, Act.**

CODE

A **Code** can be a story, activity, skit, picture, video or explanation. Anything that will generate discussion on the principle presented.

DISCUSS

Within **Discuss** you will see that there are certain questions you may ask to get group participation.

- What do you see in the picture?
- Have you felt that way?
- What can we learn from this experience?

This method of asking open-ended questions is something that makes Interweave Solutions material unique and impactful. We encourage group collaboration and activity.

ACT

Commitments to do before the next unit in the course.



PRINCIPLE 3:

THE 8 GOLDEN RULES OF FACILITATION

To ensure that the principles and practices of the Interweave MBS program have the same high quality around the world, we have created the **8 Golden Rules of Facilitation for Success Ambassadors**. Study these frequently and do your best to keep following them. Carefully and successfully following these rules will help you remain an active approved Ambassador for Interweave.

- 1. TEACH EVERY PRINCIPLE IN THE MANUAL** — Adapt to the culture of your group without eliminating any of the principles. Optimize your time. Remember **Report, Learn, and Commit**. Use the structure: **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 or 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.
- 8. REGISTER AND REPORT** — Register all your groups on the Success Platform as soon as they start. Plan your graduation a few days after the last class meeting. Make sure to submit all required paperwork from your participants at least a few days prior to graduation, to give our office staff time to review and approve them.

PRINCIPLE 4: EVALUATE YOU AND YOUR GROUP

PARTICIPANT PRE-EVALUATION

FILL OUT & HAND IN NOW

1. I have my own business.	Yes	No		
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 this pre-evaluation during the first meeting at the end of the course. Participants should also complete the post evaluation form. When you finish filling out this form, please give it to the group facilitator.

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Before you begin teaching the Master of Business in the Streets course you will want to have your participants fill out the **Participant Pre-Evaluation** survey. This can be taken online by having them register for your group on myPlatform, or in a face-to-face group. In order for the participants to fill it out face-to-face they will need the form that is found in the front of the participant manual.

PARTICIPANT POST EVALUATION

FILL OUT & HAND IN NOW

1. I have my own business.	Yes	No		
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.	Yes	No		

Participant Name: _____ Date: _____

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

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After the MBS course your participants should fill out the **Participant Post Evaluation**. Having them fill out both the **Participant Pre-Evaluation & Participant Post Evaluation** is important because it shows what they learned throughout the weeks of training and also shows how well you taught as an instructor.

AMBASSADOR ASSESSMENT

This is an evaluation of your Success Ambassador. Do not write your name on the evaluation, it is completely anonymous. Please complete the evaluation in line or block on the form to save yourself the time you need your Success Ambassador because we need you out of business. Thank you!

1. My ambassador taught every principle in the manual. They taught us clearly using reliable sources, activities, images, etc.	Never	Rarely	Mostly	Absolutely						
2. My ambassador led discussions but they didn't dominate. He/she allowed us to be interactive and speak more than he/she did.	Never	Rarely	Mostly	Absolutely						
3. My ambassador organized the room in a circle/semicircle. He/she explained the purpose of this seating arrangement to us.	Never	Rarely	Mostly	Absolutely						
4. My ambassador used about 10-15 participants. He/she knew my name and business.	Never	Rarely	Mostly	Absolutely						
5. My ambassador held us accountable. He/she helped us make commitments and report each week.	Never	Rarely	Mostly	Absolutely						
6. My ambassador helped us have fun the last evening through different activities.	Never	Rarely	Mostly	Absolutely						
7. My ambassador helped us monitor paperwork and helped us develop my floor plan.	Never	Rarely	Mostly	Absolutely						
8. My ambassador taught me how to use myPlatform efficiently. If this doesn't apply to me, he/she collected my floor plan and well-wishes. We have discussed plans for production.	Never	Rarely	Mostly	Absolutely						
9. On a scale of 1-10 I would rate my Success Ambassador as follows (circle your answer)	1	2	3	4	5	6	7	8	9	10
10. Please share any other comments you might have concerning your Success Ambassador.										

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The **Ambassador Assessment** has the participants evaluate how well you did as an instructor. This is important for you as the Success Ambassador so you may always improve.

PRINCIPLE 5: TEACH FINANCIAL PAPERWORK

BLANK PERSONAL BUDGET		
Personal Budget ()month		
	Plan	Actual
Income		
Expenses		
Donations		
Savings		
Rent		
Utilities		
Food		
Clothing		
School		
Transportation		
Medical		
Insurance		
Entertainment		
Other:		
Other:		
Total Expenses		
Total Income		

PERSONAL BUDGET

The Plan column is to be filled out at the start of the month.

The Actual column is to be filled out after the end of the month.

Very rarely will the Plan column match the Actual Column. It is okay if they don't.

Your Plan Income at the top should match the Total Expenses at the bottom. Please be realistic with these numbers. Filling a Personal Budget out every month is useful for you to improve.

INCOME & EXPENSE LOG

The amount of time for any Income & Expense Log could be a day, a week, or a month.

Each row can be either an Income line or an Expense Line, but it cannot be both. An Income entry cannot go on the same line as an Expense entry.

Be sure to add an Income entry or subtract an Expense entry on every row for an up-to-date Balance.

BLANK INCOME & EXPENSE LOG				
Income & Expense Log (-)date				
Date	Description	Expense	Income	Balance
Starting Cash Balance				
Ending Cash Balance				

BLANK INCOME STATEMENT	
Income Statement (-)date
Starting Cash Balance	
Income	
Total Income	
Expenses	
Total Expenses	
Profit (or Loss)	
Ending Cash Balance	

INCOME STATEMENT

This form is filled out by collecting the entries from your Income & Expense Log, grouping your general Income categories and Expense categories together, and then listing them out on your Income Statement.

CASH FLOW PROJECTION

This form needs a couple months of Income Statements for each column.

Then you will need to project how things will go in your business for at least 3 months into the future.

The Ending Balance of a month should be the same amount as the Starting Balance of the next month.

Be sure to check that the sums are accurate.

	Month #1	Month #2	Month #3	Month #4	Month #5	Month #6	Month #7	Month #8	Month #9
Starting Balance									
Income									
Total Income									
Expenses									
Total Expenses									
Profit (or Loss)									
Ending Balance									

UNIT 4: GRADUATE GROUPS



- 1. Plan a Successful Graduation.**
- 2. Introduction to myPlatform.**
- 3. Create Groups.**
- 4. Register Participants.**
- 5. Upload MBS Requirements.**
- 6. Approve Projects and Download Certificates.**

PRINCIPLE 1:**PLAN A SUCCESSFUL GRADUATION**

As a Success Ambassador it is your sole responsibility to ensure that the paperwork and requirements that are being submitted looks 100% complete, is accurate, and honest.

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.

Success Ambassadors plan the graduation program and prepare the graduation of their groups. You should print off the certificates generated on myPlatform once your participants' projects have been approved. They should sign the certificate if needed.

Ambassadors should send group pictures, articles, recordings, videos, etc to the Office Manager, (team@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 Solutions.



SAMPLE OF A GRADUATION AGENDA PROGRAM

- National Hymn
- Prayer
- Speakers from the sponsors of the group
- Speakers from some members of the group
- Speech from the Facilitator(s)
- The granting of the certificates
- Refreshments



PRINCIPLE 2:**INTRODUCTION TO myPLATFORM****WHAT IS myPLATFORM?**

MyPlatform is our online platform Interweave Solutions uses to keep track of MBS and MBS Jr. participants and graduates and all our Success Ambassadors. Using myPlatform Success Ambassadors can:

- Upload MBS projects from face-to-face groups
- Submit MBS projects taught online
- Prepare and download certificates
- Apply for Success Ambassador grants
- Keep Pre and Post Evaluation data
- Submit encouraging success stories
- Upload 30-second Business Statement videos

LOGGING INTO THE PLATFORM

If you have never logged into myPlatform as an MBS graduate then you will need to contact your respective Language Director to do this. They will then find out your username and password and send it to you. If you don't know who your Language Director is then ask the Success Ambassador that taught you the MBS course and they will be able to instruct you on how to do that.

Next you will go through the processes you will need to know to be effective Success Ambassador using myPlatform.

Cell Phone:

m.interweavesolutions.org/login

Computer:

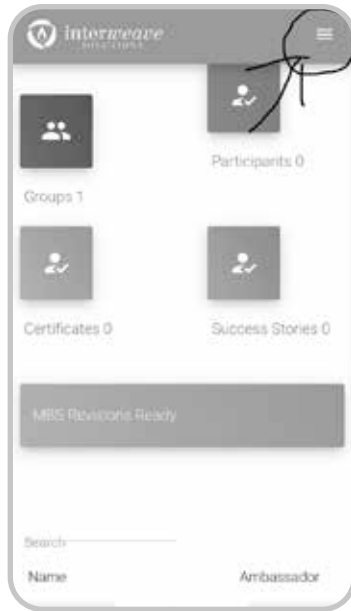
myplatform.interweavesolutions.org/login

The image shows a screenshot of the Interweave My Platform login interface. At the top center is the Interweave Solutions logo, which consists of a stylized flame icon inside a circle above the text 'interweave SOLUTIONS'. Below the logo is a grey rectangular banner containing the text 'Interweave My Platform' and 'Welcome!' in a light color. Underneath the banner are two input fields. The first is labeled 'Username or email' and the second is labeled 'Password'. Below these fields is a large, dark grey button with the word 'LOGIN' in white capital letters. At the bottom of the page, there are two links: 'Forgot your Password?' and 'Sign Up'.

**PRINCIPLE 3:
CREATE GROUPS**

You will need to log in to myplatform.interweavesolutions.org using the username and password that you have created or that was created for you. If you forget that information, email your Language Director and they will help you. Once logged into myPlatform follow the steps below to create your own MBS Groups. (This will be your “bucket” you will add your participants too.)

1.) Once you log in click the **hamburger menu** on the top right.



2.) It will open a menu with lots of options, click on **Groups**.



3.) At the bottom of the page click on **Create New**. This will allow you to create your group. You will need to fill in all of the places indicated.



4.) Give your group a name. Be sure to enter the method of teaching, either face-to-face or online. Also, specify which program you are teaching. MBS or MBS Junior. Once you've filled in all the fields, hit **Save** on the bottom.



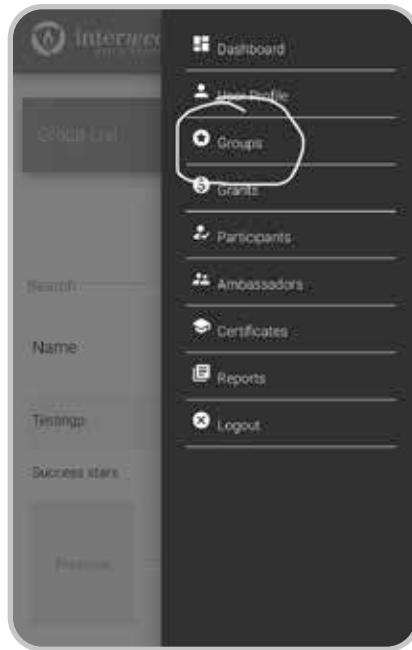
5.) Once it is complete you will receive an Update Successful notice. You will now have a place to put all of your participants for the group you just created.

**PRINCIPLE 4:
REGISTER PARTICIPANTS**

There are two ways for participants to register for an account on myPlatform. Either you as the Success Ambassador do it for them or they register themselves. We recommend that you have them do it themselves, but we will show you how to do it both ways.

YOU REGISTERING THE PARTICIPANT FOR THEM

1.) Once you have logged into myPlatform and created a group under the hamburger menu, click on **Groups**. (If you have yet to create a group please refer to the process on page 22.)



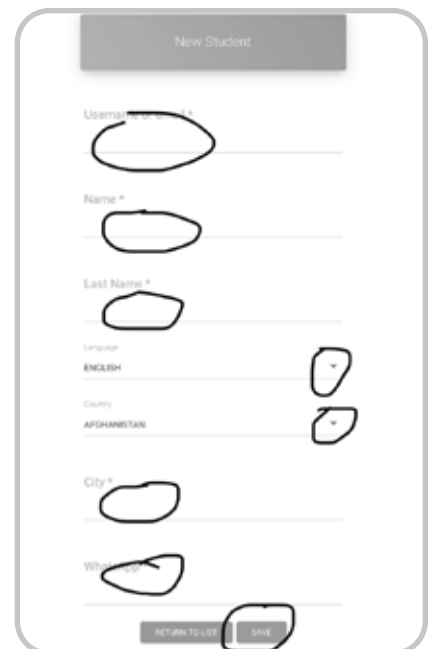
2.) You will notice that any groups you have created will be there under **Name**. From here you will need to **scroll to the right** and click on **Manage Participants**, a green button.



3.) Then click on **Create New** to add a participant to your group.



4.) You will then fill in the participants information. Be sure this is accurate information as this will all be reflected on their certificate. Then click **Save**.



PARTICIPANTS REGISTER FOR THEMSELVES IN YOUR GROUP

We recommend you have the participants register for your group for themselves. Especially if they have access to wifi connection. This way will only work if you as the Success Ambassador have already created a group. If you have yet to do that please refer to Creating Groups Section on page 22.



1.) You will have the participant go to the URL myplatform.interweavesolutions.org/register.



2.) They will then type in your name or the Success Ambassador's name into the **Search** portion. Find the correct group and then click on **Register**.



3.) Next they will need to fill out the required fields. This is the information that will be used to generate their certificates, so be sure they check their spelling and fill it out correctly. Then at the bottom of the page hit **Send**.

**PRINCIPLE 5:
UPLOAD MBS REQUIREMENTS**

This will not be done for online/virtual classes. Online participants will just fill out the requirements on myPlatform for themselves. Please see page 26 for the required pages every participant will need to fill out and turn in.

1.) Once you log in click on the **hamburger menu** on the top right.



2.) It will open a menu with many options, click on **Groups**.



3.) **Scroll to the right** and click on **Manage Participants** in the chosen group you'd like to upload the requirements for.



4.) Every participant needs to fill out the pre/post evaluations. You will have to input those evaluation for each participant. All the field are filled when the buttons are greyed out instead of orange.



5.) Click on the orange MBS button. It will instruct you to upload your participant's paperwork in a compressed .zip file. Choose the correct file and then hit Save.



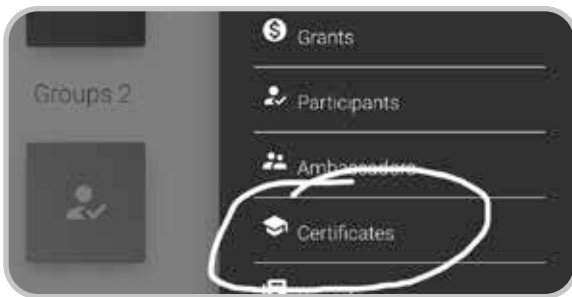
PRINCIPLE 6:
**APPROVE PROJECTS AND
DOWNLOAD CERTIFICATES**

The Language Director will be informed as soon as you upload the MBS requirement to myPlatform. They will review, suggest corrections, or approve all the forms.

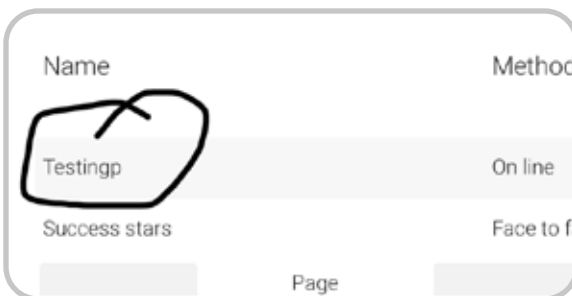
When the requirements are submitted on the platform, sometimes corrections need to be made. The Language Director will review the projects and send feedback if any corrections are needed.

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 Success Ambassador and the participants will receive a notice that corrections will need to be made through email. Once the corrections have been made and reuploaded, the project can be approved by the Language Director.

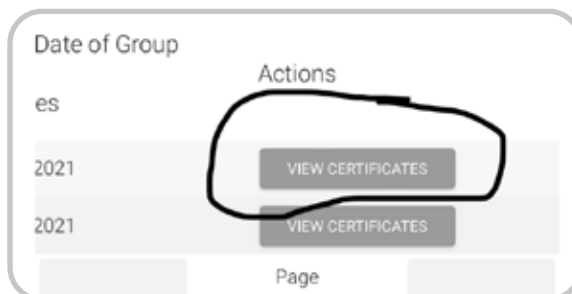
It is your job as a Success Ambassador to ensure projects are thoroughly and accurately completed.



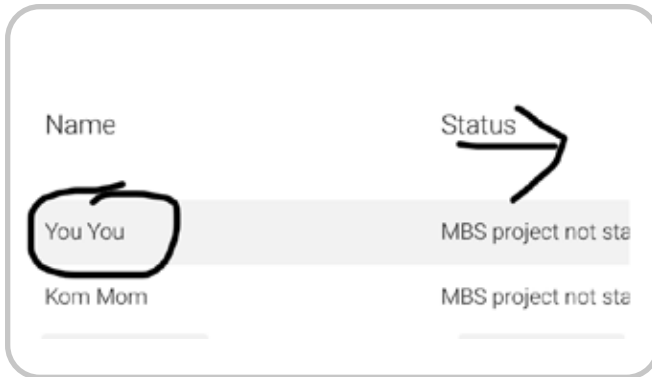
1.) Please go to the Certificates section under the hamburger menu on the screen.



2.) Find the group name that you named this group on myPlatform.



3.) Scroll to the right and click the button View Certificates.



Once you are in here you will notice this is all the participants that have registered for this group. Scroll to the right. You will see either a button ready for the certificates to be downloaded or it will say Certificate Not Available. This means that the participant has not had his MBS Project Approved. Their project will need to be turned in and approved before the certificate will show up.



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.

If there are participants in your group that attended the classes regularly but did not hand in all of the MBS requirements, they can receive a Participation Certificate at the graduation. Participants must complete all of the MBS requirements to receive an MBS Certificate.



REQUIRED PAPERWORK TO GRADUATE MBS GROUPS

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, as the Success Ambassador, to collect and upload the paperwork of each student to myPlatform in order for them to get passed by the Language Director, graduate and receive their MBS certificate.

The following forms are required. We will need all of these forms, properly filled-out, from each one of your participants so that they are able to graduate.

MBS Certification Checklist

The MBS Participant should initial each of the requirements on the checklist, indicating they understand all the concepts. You as the Success Ambassador should initial each line, certifying you have reviewed and corrected each requirement if needed.

Personal Budget

Income & Expense Log

Income Statement

Cash Flow Projection

REQUIRED PAPERWORK PAGE 2

It will be up to you, as the Success Ambassador, to collect and upload the paperwork of each student to myPlatform in order for them to get passed by the Language Director.

*Filled-out Business Plan
Pages 1 - 3*

BLANK BUSINESS, HOME & COMMUNITY PLANS
BLANK BUSINESS PLAN

PLAN
Describe in your own words your business plan for the next six months.

Describe in your own words your business plan for the next three years.

PRODUCT
What are your talents, desires, and resources?

What is your product/service?

If you do not have a product/service, what ideas do you have that could be your product/service?

Describe two strengths and two weaknesses of your top three competitors. Why do the people like or prefer their product?

Why will your product/service be better than the others?

How could you improve your business to get advantage over your competitors?

What can you do to obtain a better price for your product/service, without ceasing to be competitive?

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BLANK BUSINESS PLAN

PROCESS
Please write your business forecast below:

What have you done in order to improve your business process?

Taking into account what you have learned in this course, what actions will you take in order to constantly improve and add value to your business?

How can you work on your business, not only for your business?

PRICE
What is the price of your product? Why do you charge this price?

What are the prices of your top three competitors?

Are you taking into account all of the costs that add to the final price of your product/service?

Name at least three additional costs to your original price that influence the final price of your product/service?

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BLANK BUSINESS PLAN

PROMOTION
What is your 30-second Business Statement?

What is the name of your business? What is the logo, if you have one?

What methods are you currently using in order to promote your product/service?

With the acquired knowledge that you have because of this course, what actions will you take in order to constantly improve the promotion of your business?

PAPERWORK
Why is it important to keep record of transactions that occur in your business?

How can you keep records for your business?

In this course, you learned how to keep an Income Statement, and with that information you can create an Income and Expense Log, and a Cash Flow Projection. Which of these records you are currently keeping within your business?

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*Filled-out Quality
of Life Wheel*

BLANK HOME QUALITY OF LIFE PLAN

YOUR LIFE AREAS:

Life Area #1: _____ Life Area #5: _____
 Action Step: _____ Action Step: _____

Life Area #2: _____ Life Area #6: _____
 Action Step: _____ Action Step: _____

Life Area #3: _____ Life Area #7: _____
 Action Step: _____ Action Step: _____

Life Area #4: _____ Life Area #8: _____
 Action Step: _____ Action Step: _____

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*Filled-out Community
Service Plan*

BLANK COMMUNITY PLAN

COMMUNITY ACTION SERVICE PLAN
What was the main purpose of this project? (Explain the reason of your service project)

How did you complete the project? (Write who benefited from the project, who contributed to the project, where it took place, what day, the schedule etc.)

How did this project affect you personally?

Do you feel that the project fulfilled its purpose?

What other needs for service do you see in your community?

What can you do to help resolve these needs?

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*Success Story & Image Release
(optional)*

SHARE YOUR SUCCESS STORY

Describe your experiences with the program and your personal success story, including a summary of yourself and program. Please include how taking this course has affected your life. Your success story will inspire other that want to follow your same path. You may also attach a high-quality photo of yourself. This could include one and your business.

PERMISSION TO SHARE YOUR SUCCESS STORY AND IMAGE

In this section, we have asked you for a success story and a photo. This is completely optional. However, if you do decide to submit a story and photo, we understand the following information by submitting your story and photo. Interactive Solutions may use them to inspire others and to recognize the progress and success of IHSB participants. Your story and photo become property of Interactive Solutions on submission. Please read the following declaration and sign (circle your name) on the following document. I, the undersigned, grant Interactive Solutions the right to use my name, history, likeness, likeness, image, photograph and other written materials submitted with my submission for verification from employees, students, I understand that Interactive Solutions may publish my story on its website/blog or in any other way. I give my permission to Interactive Solutions for with this, distribute and use of mine in whole or in part any of the materials presented. I also grant you the right to translate, distribute, modify, sell or otherwise in whole or in part, and other plans or with which available. In consideration of all of the foregoing, I acknowledge that I agree to the foregoing terms and consent of both consideration to reasonable and fair.

Signature: _____ Date: _____
 Print Name: _____

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UNIT 5: SUPPORT GROUPS



- 1. Create MBS Support Groups.**
- 2. Use Online Interweave Solutions Resources.**
- 3. Actively Participate in WhatsApp Groups & Zoom Meetings.**
- 4. Growth and Incentive Grants.**

PRINCIPLE 1:

CREATE MBS SUPPORT GROUPS

We believe that it is through supporting groups that our participants truly achieve self-reliance. By continuing to meet as a group, your participants are able to establish good habits, maintain accountability, and participate in active collaboration, all of which lead to true self-reliance. We have included suggestions of how to best achieve these results below:

AFTER THE GRADUATION

- Encourage your MBS participants to become Success Ambassadors.
- Hold an election to choose group leaders and continue meeting after graduation.
- Send picture and message with each other through WhatsApp or Facebook.
- Continue planning and executing community service projects.
- Help facilitate ongoing meetings if the group desires.
- Attend and be actively engaged in the weekly and monthly MBS and Success Ambassador Zoom trainings.
- Record you giving your 30 second business statement and post it in the groups.

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. Then find and implement solutions the group comes up with. See the table on the right.
- Revisit topics in the MBS manual.
- Respond to community challenges and 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 ideas and self-reliance tools to teach each other.
- Share ideas, concerns, and commitments.
- Set short-term commitments 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 Interweave Literacy for Business in your group.</i>
<i>More help with accounting</i>	<i>Invite an expert to help the group.</i>
<i>Crime in the community</i>	<i>Organize a neighborhood watch plan.</i>
<i>Where can we meet?</i>	<i>Homes, parks, library, church.</i>
<i>Help w/ anxiety, depression</i>	<i>Teach the Interweave Wellness course in your group.</i>

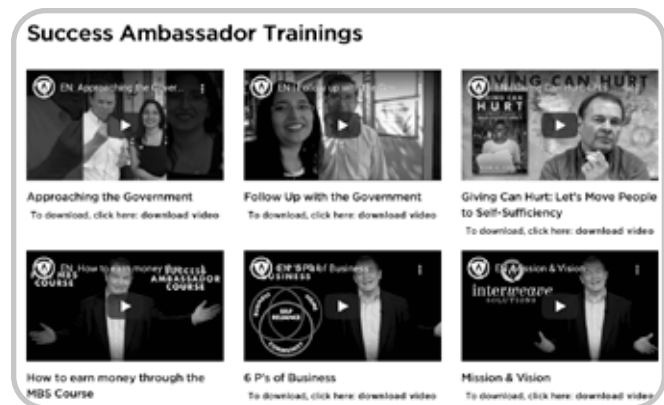
PRINCIPLE 2:

USE ONLINE INTERWEAVE SOLUTIONS RESOURCES

On the Interweave Solutions website we have everything to help you be successful as a Success Ambassador. In our Success Ambassador Resources section you can find:

- the MBS manuals (both participant & facilitator),
- marketing videos,
- example contracts,
- myPlatform resources,
- logos and branding,
- business cards,
- and brochures.

To visit these resources go to interweavesolutions.org and in the top right click on **Log in** then click on **Success Ambassador Resources**. This is password protected and the password is : **Interweave**



PRINCIPLE 3:

ACTIVELY PARTICIPATE IN WHATSAPP GROUPS & ZOOM MEETINGS

Just like in the Master of Business in the Streets Course, once you become a Success Ambassador you will be invited to join the Success Ambassador WhatsApp group. We share videos, important information, congratulate other Success Ambassadors, etc.



PRINCIPLE 4:**GROWTH AND INCENTIVE GRANTS**

Once you are a Certified Success Ambassador you will be eligible to receive grants from Interweave Solutions. These are grants, meaning you do not need to pay them back. To receive any grants you will be required to complete the following:

- Receive your Master of Business in the Streets (MBS) Certificate.
- Receive your Success Ambassador Certificate.
- Meet the requirements for the grant you are applying for.
- Fill out the Grant Request form on myPlatform.

While you are eligible to fill out these grants this does not guarantee you will receive one. Interweave Solutions office and other advisory members will only give grants if the requirements are strictly met and if the money is available from donors. You, as a Success Ambassador, should never depend on these grants as they can go away at any time.



There are two different types of grants that Interweave offers:

GROWTH GRANTS

The purpose of the Growth Grant is to help you reach a hard-to-serve MBS population or acquire a specific contract.

Minimum requirements to apply for a Growth Grant:

- Be a Certified Success Ambassador for at least 4 months, trained at least 2 groups, and have at least 40 MBS graduates.
- Have access to a bank account where we can send the grant if selected.
- Have not received a grant in the last 6 months.
- Have a specific MBS opportunity to train a group of vulnerable participants or land a specific contract.
- Meet the requirements found on myPlatform.

INCENTIVE GRANTS

The purpose of the Incentive Grant is to reward you for successfully mentoring a New Success Ambassador (NSA).

As a mentoring Success Ambassador you can receive \$5.00 per MBS graduate, up to 20 graduates per New Success Ambassador that you mentor. Once the threshold of 20 MBS graduates is reached you will no longer be eligible to receive Incentive Grant money for that New Success Ambassador.

Interweave Solutions will not pay out for those MBS graduates unless the New Success Ambassador has reached a minimum of 20 MBS Graduates. You are **REQUIRED** to train the New Success Ambassador (NSA) all the way through the MBS course.

Minimum requirements to apply:

- Be a Certified Success Ambassador for at least 4 months, trained at least 2 groups, and have at least 40 MBS graduates.
- Train a participant through the MBS course and motivate them to become a New Success Ambassador (NSA).
- Help that NSA graduate at least 20 new MBS participants.
- Answer all of the application requirements.
- Fill out ONE application per NSA you trained.

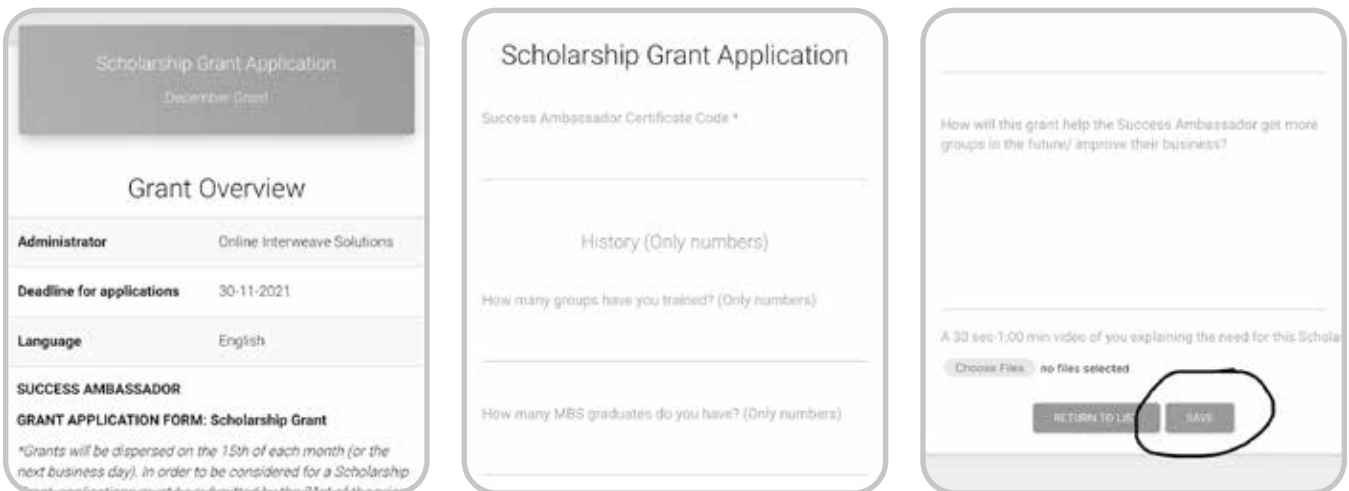
HOW TO FILL OUT A GRANT APPLICATION ON myPLATFORM

Only Certified Success Ambassadors will be able to fill out grant applications.

While you are eligible to fill out grant applications this does not guarantee you will receive one. Interweave Solutions office takes into account a strict criteria for choosing who will receive these grants and who doesn't.



1. Sign into myPlatform and click on the hamburger menu in the top right then click on Grants.
2. Once you click on grants you will see the grants that are available this month.
3. Scroll to the right and click apply.



4. Read through all the rules and regulations on the grant as you scroll down.
5. Fill in all of the required fields. Please be as descriptive as possible.
6. At the very bottom upload a 30 second video of why you need the grant then hit save to submit your grant request.

UNIT 6: COMMITMENT SHEETS



- 1. Generate Commitments Sheet**
- 2. Facilitate Commitments Sheet**
- 3. Graduate Commitments Sheet**
- 4. Graduate Commitments Sheet**

UNIT 2: GENERATE GROUPS COMMITMENT SHEET

Your Name: _____ Date: _____

You have just learned how you will market your training business, how you will contact organizations and how you will set your price. Now is the time for you to commit to what you're going to do with that knowledge.

Tell us the names of the individuals you will invite to be apart of your pilot group:

How does the "Job to be done" theory help you market your Success Ambassador business?

Make a list of clients that could benefit from the MBS program. Which clients will you approach first to offer the MBS program?

How are you going to set your price? Will it vary for different clients?

Are you planning to generate groups online? If so, who would you contact first and how often would you meet?

UNIT 3: FACILITATE GROUPS COMMITMENT SHEET

Your Name: _____ Date: _____

You have just learned about the 8 Golden Rules of Facilitation. These are very important to implement and do as you facilitate your MBS groups.

Please describe to us **how** you will implement each of the 8 Golden Rules of Facilitation:

Rule #1 - Teach Every Principle in the Manual

Rule #2 - Facilitate, Don't Dominate

Rule #3 - Organize the Room in a Circle or Semi-circle

Rule #4 - Care about Your Participants

Rule #5 - Hold Your Participants Accountable

Rule #6 - Have Fun!

Rule #7 - Maintain Paperwork

Rule #8 - Register and Report

What is a code and how can you apply Code, Discuss, Act in your facilitating?

Why is the pattern of Report, Learn, Commit so important?

UNIT 4: GRADUATE GROUPS COMMITMENT SHEET

Your Name: _____ Date: _____

You have just learned how to Graduate your MBS groups. Please answer the following questions honestly to ensure you are prepared to become a Success Ambassador. What is the process you would go through to add someone to your group on myPlatform?

How do the projects of MBS graduates become approved?

Explain the differences between a participation certificate and an MBS certificate:

What are your plans to organize your first graduation with your pilot group?

UNIT 5: SUPPORT GROUPS COMMITMENT SHEET

Your Name: _____ Date: _____

You have just learned how to support your group. And how to keep on growing with them.

How are you going to help your groups continue to meet?

Tell us some of the resources in the Success Ambassador resource section. How can these resources help you be a better Success Ambassador.

How will Interweave Solutions support you as you grow your Success Ambassador business?

What are your obligations to remain a Success Ambassador? (Hint page 4)

THANK YOU!

THANK YOU!

We hope that this manual could inspire you to be a more effective Success Ambassador. We hope you know how much we appreciate all the work that you do in order to help Interweave Solutions 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 email us at team@interweavesolutions.org or contact your Language Director via WhatsApp.

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

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

Our Facebook page: facebook.com/InterweaveSolutions

Our Instagram Account: instagram.com/interweavesolutions

If you have any other questions contact your Language Director, **Cade Curtis** on WhatsApp at **+1 385 929 8829** or **team@InterweaveSolutions.org**.

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





interweave
SOLUTIONS

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