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## Group Start-up Checklist for Mentors: 2019-2020

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Here is a summary of EfM group registration procedures. All materials will be found on the EfM website.

### Step One: Regarding the Student

#### Phase 1 – Currently registered students planning to continue next year

- Ensure that the Re-enrollment Registration Form for all returning students (emailed to all administrative mentors on April 15<sup>th</sup>) is properly completed. The registration of re-enrolling students should begin as soon as possible and be completed while groups are still meeting. An initial registration package with completed Re-enrollment Registration Form and payments can be mailed to the EfM Canada office as soon as it is ready.

#### Phase 2 – New students, students transferring groups or returning to study following a hiatus

- Ensure that a completed Student Registration Form from each Year One student is submitted.
- If you have students transferring from another group, returning after an absence or repeating a year following graduation you will need to obtain a completed registration form from each of them as well (the same form as provided for the new Year One students).

#### *In each phase, please:*

- Ensure that course fees / payment information from each student is submitted and complete and that bursary applications and documents have been included as required
- Ensure that students have the correct 2019-2020 textbook list for Year C to purchase required texts.
- Provide the student with a copy of Registration and Additional Information for Students.
- Remember that *a newly-formed EfM group must consist of at least 6 and no more than 12 students*; if later withdrawals reduce the group to less than 6 students, the group may continue as an active group, however, the group mentor(s) may no longer receive the monthly mentor fee.

### Step Two: Regarding the Mentor(s)

- Complete a Mentor Registration Form for yourself.
- If there is a second mentor both mentors must complete a Mentor Registration Form.
- Ensure that you have clearly indicated who will be the Administrative Mentor (this is the person responsible for correspondence related to the group).
- If this is a new mentor registration – or if your banking information has recently changed – please attach a VOID cheque so the monthly fee deposit can be made directly into your account. ***If a mentor is also registering as a student, a student registration form and full course fee must also be included.***

### Step Three: The Materials

- Complete the Materials Order Form to order copies of the Reading and Reflection Guide for each student and mentor in your group(s). *Make sure your shipping address is included.*
- A Reading and Reflection Guide will not be sent for students who have not paid the registration fee.
- Instruct your students to order their textbooks using the 2019-2020 textbook list for Year C as a guide.
- Purchase your own texts, again using the textbook list for Year C as a guide. All texts are available through Canadian booksellers. You may claim reimbursement for the first-time purchase of new texts. Please note that reimbursement will be made for a single copy only, and only for the year(s) in which you have students registered. *A completed Reimbursement Claim Form and copies of receipts or invoices are required.* If you need the newer edition of a particular textbook you may order a copy and claim for that even if you have previously sent in a claim for the older edition.

### Step Four: Sending it all in

- Phase 1 registration packages should be mailed as soon as possible, preferably before your last group meeting.
- Phase 2 registration packages can be sent in a second mailing. The deadlines for all registrations are July 15<sup>th</sup> for groups beginning in September or October and December 15<sup>th</sup> for groups beginning in January or February.
- *Please inform the office well in advance if you anticipate any significant delay in completing the registration of all students in your group.* Allowance may be made in particular circumstances for late registrations, with supporting forms and payment once again sent in by the group mentor.
- All requests regarding late registration will be reviewed as they are received, with a place in the program offered to as many as possible. Decisions regarding students registering after a group has begun to meet will involve further consultation with the group mentor and consideration of the impact this would have on group life and process.
- The Year C Reading and Reflection Guide will be shipped from the EfM Canada office to the parcel/shipping address you have provided on your Mentor Registration Form. To facilitate the shipping process, guides will be sent when all forms, documents and payments are received and your group registration is complete. Guides will be sent separately as needed for late registrations that have been approved.