



School of Advanced Leadership Training
Hope International University

**TIMELINE FOR BRINGING A SALT COURSE
 TO YOUR CHURCH**

Church leaders desiring to bring a SALT course to their congregation should (1) notify *Hope* at least 8 weeks prior to the start date and (2) observe the following timeline in making preparations for that course:

Timeline for Bringing a SALT Course to Your Church

Completed √	Completion Date (month/day/year)	Deadline	Event
		8 weeks prior to course start	Notify <i>Hope</i> of desired SALT course, Session start date, and church contact person
		7 weeks prior to course start	Select on-site mentor and send contact information to <i>Hope</i> ; select dates, times, and location for on-site orientation and mentoring sessions
		7 weeks prior to course start	Make promotional arrangements
		5 Sundays prior to course start	Initial church promotion: (1) explain SALT program and SALT course; (2) identify <i>Hope</i> instructor and on-site mentor; (3) announce start date, cost to students, and needed textbooks; (4) distribute registration forms and begin enrolling students
		4 weeks prior to course start	Contact ministry groups or individuals who would benefit from the SALT course and recommend it to them
		4 Sundays prior to course start	Use promotional materials provided on SALT website
		3 Sundays prior to course start	Use promotional materials provided on SALT website
		2 weeks prior to course start	Deliver registration forms, class roster, and tuition payment to <i>Hope</i>
		2 weeks prior to course start	Students order textbooks
		2 Sundays prior to course start	Use promotional materials provided on SALT website; remind students that course website opens on Tuesday
		1 week prior to course start	Course website opens for Orientation, Preliminaries, and Week 1 Assignments
		Week prior to course start	Student orientation session with on-site mentor
		Sunday prior to course start	Use promotional materials provided on SALT website; remind students that course starts on Monday
		Course start date	Course begins