

How-to

PROCESS A REQUEST

1

STEP ONE

Requestee arrives at church to request aid.

2

STEP TWO

Church representative initiates contact and explains process as a Benevolence Tracker Member

3

STEP THREE

Church representative prints IRF (Information Request Form) to be filled out.

4

STEP FOUR

Requestee fills out IRF and presents the form to the church representative

5

STEP FIVE

The information is then transferred into the Benevolence Tracker System

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STEP SIX

The Benevolence Tracker System generates matches based on search criteria

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STEP SEVEN

An action is decided upon by Member Church based on the generated search results.

8

STEP EIGHT

Follow prompts and tabs to continue through the process and provide required information to finalize and close out the request.

9

STEP NINE

Retain IRF for church records.



BENEVOLENCE TRACKER
A BATTLE PLAN PRODUCT