SBO 2014

"Next Steps" for accepted applicants

To indicate your acceptance of this offer, you must complete two tasks **by Fri, Nov. 15**:

1.) **Read, complete and submit all five SBO program forms.**

These forms have been e-mailed to all accepted participants and are also located on the CCSJ website.

- All forms must be filled out ***completely and legibly***; if responses are not legible or spaces are not filled out, the forms will not be considered complete.
- If a question does not pertain to you (on the health form, for example) please write "Not applicable" to indicate that you read and considered the question
- There are five required forms:
  - -Participant Agreement
  - -Health and Emergency Information Form
  - -Acceptance, Release and Waiver Agreement
  - -Behavioral Agreement
  - -Cell Phone Policy
- Turn in completed forms at the CCSJ front desk by 3:00 on Fri, Nov. 15.

2.) **Pay the $275 Participant Fee.**

Preferred methods of payment are:

- Cash or check (payable to Jean Anne Walsh in CCSJ, Mon-Fri. 3:00-5:00 p.m.)
- Credit card (online at http://www.loyola.edu/department/ccsj/communityservice/immersion/sbo/payment.aspx)

If you are unable to pay by those methods, we will accept payment by Evergreen (payable to Jean Anne Walsh in CCSJ, Mon-Fri. 3:00-5:00 p.m.).

**Please note that there is a payment plan option on the online payment form if you anticipate difficulty paying the Participant Fee all at once. You can also choose to fundraise to cover your fees. Please feel free to speak to Christina Harrison if you have questions about either of these options.

Site assignments will be sent on Nov. 18 to all participants who submit complete forms and pay the Participant Fee (or arrange a payment plan) by the Nov. 15 deadline.

Mark on your calendar!

The **SBO Participant Orientation will be held on
Sunday, Nov. 10 from 3:30-5:30 p.m. in the Fourth Floor Program Room.
This event is mandatory for all participants.

If you have any questions, please feel free to contact us at sbo@loyola.edu or csharrison@loyola.edu.