

MPD REFERENCE FORM
GRADUATE STUDIES PROGRAM
U.S. Campus Ministry - Campus Crusade for Christ

Name of Applicant _____

This reference is to be completed by a regional MPD coach.

Instructions

This staff member is making application to the Campus Ministry the Graduate Studies program. We would appreciate your assistance in assessing his/her level of support. According to the Campus Ministry graduate study policy, a staff member must be at “Level 2 support” in order to commence full-time graduate study. We need your help in determining this staff member’s current level of support as well as what it will take to arrive at Level 2. After reviewing the staff member’s level of support with them, please complete this form. Be sure to include the cost of graduate study (averaged on a monthly basis) in determining the salary level needed by the applicant.

Levels Of Support

Level	Description
Level 1	<ul style="list-style-type: none"> • Salary to cover basic living expenses (but not savings) • Full reimbursements • Salary to cover the cost of graduate study • 2% in 403b if in SECA; 15% in 403b if not in SECA
Level 2	<ul style="list-style-type: none"> • Salary increased to include emergency savings, savings for future car purchase, Christian education for children if needed, etc. • Salary to cover the cost of graduate study • Full reimbursements • 5% to 10% in 403b if in SECA; 15 to 20% in 403b if not in SECA
Level 3	<ul style="list-style-type: none"> • Includes sufficient funds for additional salary when needed • Full reimbursements • Salary to cover the cost of graduate study • Able to fully fund the areas where you want to save • Moving toward the maximum allowable 403b investment

Analysis

\$ _____ How much solid monthly support does the applicant have? (This needs to be the real average of how much support can be counted upon to continue. Use the 13 Month Ministry Partner Report to arrive at this figure. Back out special gifts and calculate the average of each partner. Include the averages of all quarterly, annual, etc. contributions into this number).

\$ _____ What monthly support goal would represent “Level 2” support for the applicant?

\$ _____ What is the monthly shortfall so that the applicant needs to raise to be a Level 2 support?

\$ _____

What is the special gifts goal the applicant needs to raise in order to be ready to begin graduate school (this should include all reimbursable school expenses)?

Evaluation

Describe the applicant's support history.

- To your knowledge, has the applicant stayed on top of his/her support? Does the applicant procrastinate with getting his/her support raised?

- Has the applicant had a history of chronic support problems?

- If the applicant is married, how does the applicant's spouse feel about their financial situation?

- In your judgment, how long do think they may need to raise the support they need?

- If the applicant has a significant support shortfall would you recommend releasing the applicant to work on his/support to bring it up to Level 2 or would you recommend that the applicant finish out the school year and work on support and delay going to grad school (if necessary).

Signature _____

Date _____

Job Title _____

RETURN REFERENCE IN A SEALED ENVELOPE TO THE APPLICANT