Revised August 4, 2015

**Invest Forward – Regional Directors**

1. Before any project can be reviewed by Invest Forward Director, it must be discussed and approved by the Regional Director in concept. The Regional Director will then send an email to Invest Forward Director informing that department that it is okay to send out an Invest Forward packet.
2. Regional Director becomes part of the review and approval process. Regional Director will review the responses to the Simple Business Plan Questionnaire, give input and ask more questions if needed. If the Invest Forward team feels as though the project has possibilities, it will be noted in emails and the Invest Forward Director will guide the next step for completing the actual Business Plan.
3. As the Business Plan is submitted, reviewed and given input, The Regional Director should ask questions and carefully scrutinize the Business Plan with an eye towards the leader involved, cultural enigmas and overall chance of success.
4. Regional Director must be integrally involved in the final decision to approve or decline the Invest Forward project.
5. Once the Invest Forward project is approved, the Regional Director or a designated representative appointed by the Regional Director needs to have quarterly contact with the project in order to mentor and increase the chance of success. This will be done in conjunction with the Invest Forward Department.
6. Regional Director and/or representative needs to be aware of timely installment payments and encourage sound business practices. Initial contact will be made by the Invest Forward Department about delinquent installments. It may need to be followed up by the Regional Director.
7. Many times the Invest Forward package may need to be translated into the appropriate language. The Regional Director is responsible for obtaining resources (human & financial) for the translation to be completed.
8. It is important that each Regional Director understand that this is an investment and not a loan. That is the language we want to informally use when presenting the Invest Forward Program.