

Peer Review Notebook Template

This template has been provided to aid you in the preparation of your peer review notebooks. This format has proven to work well in reviews, however, feel free to make modifications as needed to accommodate the materials you desire to provide your peer review team.

Suggested materials to use for creating your peer review notebook:

- 3-ring binders with insert pockets on front, back & side covers, as well as pockets inside front and back covers
- 10-tab numbered index dividers



Using the materials suggested above, we recommend constructing your peer review notebook as follows:

- **Front Cover**
 - ✓ Insert a page into the front pocket containing your organization's name, logo, address, the SOE provisional seal, and your peer review dates.
- **Inside Front Cover**
 - ✓ Use this section for miscellaneous items, such as a glossary of terms, abbreviations, and/or phrases unique to your organization that can serve as a quick reference for your reviewers.
- **Index Listing**
 - ✓ Create your index page by labeling the ten tabs/sections as follows:
 - "History & Overview of STM at (Your Organization)"
 - "Peer Review Schedule & Reviewer Instructions"
 - "Standard #1"
 - "Standard #2"
 - "Standard #3"
 - "Standard #4"
 - "Standard #5"
 - "Standard #6"
 - "Standard #7"
 - "Assessment Summary & Final Report Form"
- **Section 1**
 - ✓ Insert your 1-2 page short-term mission historical timeline.
 - ✓ Insert your organizational chart and comments regarding effectiveness of structure and staffing.
 - ✓ Insert a description of the resources available to your STM program.
 - ✓ Insert copies of your annual SOE renewal forms/invoices from each year since initial membership or last review. (Contact the SOE Office if you need copies of these forms).
- **Section 2**
 - ✓ Insert your peer review schedule.
 - ✓ Insert a copy of the *Reviewer Instructions* from the SOE website.
- **Section 3**
 - ✓ Insert the questions you answered on the *A Peer Review Assessment Form* for Standard 1—God Centeredness.
 - ✓ Behind your questions and answers, insert any supporting materials for Standard 1. Possibilities include: *purpose statements for your STM program; examples of how you communicate your purpose statement (website info, brochures, applications, handbooks); creeds/statements of faith; prayer cards; prayer letters; applications; references; selection criteria; spiritual formation materials, etc.*

***Make sure you refer to specific places in the supporting documents in your answers so that the reviewers know where to look. If supporting documents are being utilized for more than one standard, you do not need to include the document twice—just refer to the supporting document’s location in your answers to the questions.*

- **Section 4**
 - ✓ Insert the questions you answered on the *A Peer Review Assessment Form* for Standard 2—Empowering Partnerships.
 - ✓ Behind your questions and answers, insert any supporting materials for Standard 2. Possibilities include: *prayer letters; follow-up letters; newsletters; host ministry contact/info forms; host receiver expectations; information packets to goer-guests, host receivers, senders, etc.*
- **Section 5**
 - ✓ Insert the questions you answered on the *A Peer Review Assessment Form* for Standard 3—Mutual Design.
 - ✓ Behind your questions and answers, insert any supporting materials for Standard 3. Possibilities include: *ministry resources used to prepare for on-field activity; application questions; references; training topics; host, field facilitator, goer-guest, sending entity communication; host receiver expectations and long-term strategies, etc.*
- **Section 6**
 - ✓ Insert the questions you answered on the *A Peer Review Assessment Form* for Standard 4—Comprehensive Administration.
 - ✓ Behind your questions and answers, insert any supporting materials for Standard 4. Possibilities include: *promotional materials; website info; financial policies; fundraising guidelines/materials; thank-you letters; contribution receipt letters; newsletters; insurance policies; crisis management/risk assessment procedures/emergency response plans; communication to participants; administrative calendar; fundraising agreements; financial reporting documents; immunization lists/vaccination agreements; emergency contact cards; travel policies; safety manuals, etc.*
- **Section 7**
 - ✓ Insert the questions you answered on the *A Peer Review Assessment Form* for Standard 5—Qualified Leadership.
 - ✓ Behind your questions and answers, insert any supporting materials for Standard 5. Possibilities include: *team leader expectations; leader training materials; leader job description, applications, etc.*
- **Section 8**
 - ✓ Insert the questions you answered on the *A Peer Review Assessment Form* for Standard 6—Appropriate Training.
 - ✓ Behind your questions and answers, insert any supporting materials for Standard 6. Possibilities include: *training documents and materials; training activities; training resources used; qualifications/experience of trainers; training manuals, etc.*
- **Section 9**
 - ✓ Insert the questions you answered on the *A Peer Review Assessment Form* for Standard 7—Thorough Follow-Up.
 - ✓ Behind your questions and answers, insert any supporting materials for Standard 7. Possibilities include: *debriefing materials; outlines of debriefing retreats, evaluations, resources used for follow through; services/opportunities/training for sharing experiences, etc.*
- **Section 10**
 - ✓ Insert blank copies of the *B Peer Review Assessment Summary* and *C Peer Review Final Report Form* for your reviewers to use in preparation for your review, as well as during your review.
- **Inside Back Cover**
 - ✓ Utilize this area for any miscellaneous materials or for supporting materials that would not fit within a specific section (e.g. training manuals, etc.).
- **Back Cover**
 - ✓ Insert a copy of your peer review schedule for quick reference throughout your peer review.