



## *The Catechesis of the Good Shepherd* *An Association of Children and Adults*

*Office of Formation Office:*

Karen Maxwell, Director of Formation, [karenmaxwell@cgsusa.org](mailto:karenmaxwell@cgsusa.org)  
Debbie Dobson, Administrative Assistant, [debbiedobson@cgsusa.org](mailto:debbiedobson@cgsusa.org)  
4771 Old Timber Ridge Road, Marietta, Georgia 30068, 404-580-2960  
[www.cgsusa.org](http://www.cgsusa.org)

### **CGSUSA Checklist for Formation Course Registration**

*Thank you for taking the time to review this checklist and completing the Formation Course Registration forms.*

*Please note: Karen's office hours are Monday – Friday 9:00 – 5:00 ET. Debbie Dobson works part-time, two days a week. Should you have any questions about this process, please feel free to contact us.*

#### **TO REGISTER YOUR FORMATION COURSE:**

- Complete the Registration Form and send to CGSUSA Office of Formation, 4771 Old Timber Ridge Road, Marietta, GA 30068. Or you may scan and send by email to [debbiedobson@cgsusa.org](mailto:debbiedobson@cgsusa.org).**
- With the completed Registration Form and the completed Agreement Form, please also send the Course Brochure to our office.**
- Upon receipt of the Formation Course Registration Form, the Hosting Course Coordinator and the Formation Leader(s) for each course registered will be notified of the course reference number. Please reference this number on all correspondence related to the course.
- You may place orders of CGS core texts for participants by going to the Publications Catalog on our website: [www.cgsusa.org](http://www.cgsusa.org). When you purchase any book **bundle** from CGSUSA, you will always receive a discounted price. However, for courses with 10 or more participants, when placing a single order for book bundles, you can receive an additional discount. Should you have a course of this size, please place your order directly by calling the Scottsdale office at 480-874-3758. **Please provide the course number along with the order to obtain the additional discount.** The hosting community will need to issue one check for payment of group orders for book bundles. We appreciate your support of our Association in purchasing publications from CGSUSA.

#### **WHEN YOUR FORMATION COURSE BEGINS:**

- After the beginning session of your course,** the Host Course Coordinator needs to send the roster of participants to the CGSUSA Office of Formation. Please use the template

sent with your registration confirmation – the CGSUSA Formation Course Roster spreadsheet.

The roster needs to contain the following information for each participant:

- First and last name
  - Mailing address (street address, city, state, and zip code)
  - Email address
  - Telephone number
  - It would be helpful to know the name of the church or school the participant attends where the participant will serve as a catechist.
  - It would also be important to share if the participant is a member of the National Association of Catechesis of the Good Shepherd.
- The **Registration Fee is based on the number of persons registered in the course and is paid at the beginning of the course. Our office will invoice the Hosting Community with the payment due.** If someone is visiting your course for a session or two who is not registered, he or she would not be considered a participant in the course. Since the roster is sent during the first part of a course, the fee is based upon the participants registered at the beginning of the course. If this number changes during the remainder of the course, the registration fee will not change. Auditors who are re-taking the entire course are considered participants in the course. The Registration Fee is not based upon the participants who complete the course for a certificate. There needs to be only one check written by the hosting community to the association for the Registration Fee. Please do not ask participant to write checks individually for this Registration Fee.
- **Please encourage the participants to become members of the National Association.** We have a “Welcome Kit for New Members.” Please distribute this welcome kit to anyone interested in membership in CGSUSA. You can find a copy of the kit in our Document Library at:  
[http://www.cgsusa.org/assets/document/CGSUSA\\_Welcome\\_Kit\\_for\\_New\\_Members\\_Website\\_Spring\\_20153.pdf](http://www.cgsusa.org/assets/document/CGSUSA_Welcome_Kit_for_New_Members_Website_Spring_20153.pdf)
- We would like to **maintain communication with you** during the course. If you have any questions or concerns about your CGS formation course. Please feel free to contact the Director of Formation.

**PRIOR TO THE CONCLUSION OF YOUR FORMATION COURSE**

- At some point during the course or at the conclusion of your course, our Office of Formation may be in touch with you concerning an evaluation of the course experience both from participants as well as from the host coordinator.
- Certificates will be awarded to all participants who have completed the requirements of the formation course, most particularly, to those who have participated in all or most all, of the course sessions. The Formation Leader for the course OR the Hosting Coordinator will **need to contact the Office of Formation four to six weeks before the course ends to order certificates and will need to indicate how many certificates are needed along with the name and mailing address where the certificates will be mailed.** Typically, these certificates are sent by Flat Rate Priority Mail and will take 3-5 business days to arrive. In order to help us improve our system for knowing who is completing formation at your course, we will ask you to help us update the roster provided at the beginning of the course with the names of participants receiving certificates.
- The Office of Formation monitors all CGSUSA courses in order to find those that will be ending within a four to six week period. However, with many courses to track, it is helpful if the Formation Leader or Hosting Course Coordinator contacts our office with this information. We want to avoid the added expense of overnight delivery of certificates at the end of a course.

**We are committed to supporting our Formation Leaders and those who host courses in Catechesis of the Good Shepherd. Registering courses with our National Association is an important beginning and helps our office stay informed of how Catechesis of the Good Shepherd is being offered around the country. The Association currently offers discounted book bundles for the three core texts. Our website offers wonderful resources for formation leaders and members, such as the online materials manual for making materials.**

## Formation Course Registration Form

*National Association of Catechesis of the Good Shepherd, USA*

<p><b>Today's Date:</b> _____</p> <p><b>Course Level:</b> <input type="checkbox"/> Level I   <input type="checkbox"/> Level II   <input type="checkbox"/> Level III /   <input type="checkbox"/> Part 1   <input type="checkbox"/> Part 2   <input type="checkbox"/> Complete</p> <p><b>Name of Hosting Site:</b> _____ (church, school, retreat center)</p> <p>Street address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><b>Do you want this course listed on the CGSUSA website?:</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><b>Name of Course Coordinator:</b> _____</p> <p>Best phone # to contact: _____</p> <p>Email address: _____</p> <p><b>Name(s) and email address of Formation Leader(s):</b></p> <p>    <b>Lead Formation Leader:</b> _____ <b>email:</b> _____</p> <p>    <b>Formation Leader:</b> _____ <b>email:</b> _____</p> <p>    <b>Formation Leader:</b> _____ <b>email:</b> _____</p> <p><b>Invoice sent to:</b> _____ (name)</p> <p>Email address: _____</p> <p><b>Certificates sent to:</b> _____ (name)</p> <p>Street address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><b>Dates for Course (it is preferred to have the dates for the complete course listed):</b> <b>Complete course dates:</b></p> <p>_____</p> <p>_____</p> <p><b>OR Part 1:</b></p> <p>_____</p> <p><b>Part 2:</b></p> <p>_____</p> <p><b>Tuition charged for ENTIRE course:</b> _____</p>
---

**Formation Course Agreement between  
Formation Leader and Host Community**  
*National Association of Catechesis of the Good Shepherd, USA*

This document is offered to clarify details of the agreement to lead a CGS formation course between the Host Community and the Formation Leader recognized by the National Association of Catechesis of the Good Shepherd. Please direct questions to Karen Maxwell, Director of Formation, 404-580-2960 or [karenmaxwell@cgsusa.org](mailto:karenmaxwell@cgsusa.org).

<b>Course Level:</b> <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III / <input type="checkbox"/> Part 1 <input type="checkbox"/> Part 2 <input type="checkbox"/> Complete Course
<b>Course Dates</b> <b>Complete course:</b> _____ _____
<b>Part 1:</b> _____
<b>Part 2:</b> _____
<b>Name of Host Community (church, school, diocese, retreat center):</b> _____
<b>Host Coordinator name:</b> _____
<b>Email:</b> _____ <b>Phone #:</b> _____
<b>Formation Leader(s)</b>
<b>Lead Formation Leader:</b> _____ <b>email:</b> _____
<b>Formation Leader:</b> _____ <b>email:</b> _____
<b>Formation Leader:</b> _____ <b>email:</b> _____
<b>Will there be an Assistant helping with this course?</b> <b>Name:</b> _____
<b>What is the Formation Leader's stipend?</b> _____ <b>Circle one:</b> per day/ per hour/ per course part
<b>When will the stipend be paid to the Formation Leader?</b> _____

**If the Formation Leader is local, will s/he:**

Provide own transportation  Yes  No  N/A

Be reimbursed for mileage  Yes  No  N/A

Provide own meals  Yes  No  N/A

**If the Formation Leader is coming from out of town, travel, meals, and lodging need to be covered.**

- What arrangements have been made to cover these expenses?
- How will transportation be handled?
- Please list any other special arrangements made with the Formation Leader for additional services such as a site visit prior to the course or a seed planting workshop.

What is the **Maximum number** of course participants? \_\_\_\_\_

What is the **Minimum number** of course participants to make the course viable? \_\_\_\_\_

What is the tuition being charged for this course? \_\_\_\_\_

**CERTIFICATES CAN ONLY BE SIGNED BY FORMATION LEADERS RECOGNIZED BY THE NATIONAL ASSOCIATION OF CATECHESIS OF THE GOOD SHEPHERD.**

Is there agreement between the Host Community and the Formation Leader(s) about how all fees will be paid to Formation Leader(s)? \_\_\_\_\_ (initials)

Is there agreement between the Host Community and the Formation Leader(s) about how the Registration Fee will be paid to the National Association of CGS? \_\_\_\_\_ (initials)

Signature of the Formation Leader(s)

\_\_\_\_\_  
\_\_\_\_\_

Signature of Hosting Course Coordinator on behalf of the Host Community:

\_\_\_\_\_

Date Agreement Finalized: \_\_\_\_\_