



The United States Association of

The Catechesis of the Good Shepherd[®]

Course Registration and Agreement For Catechist Formation in the Catechesis of the Good Shepherd

Please first read the **Checklist for Catechist Formation Registration**. Mark the boxes below with an "xxx."

1. **Today's Date:** _____

2. **Your Name:** _____

3. **What is your role:**

- Hosting Site Coordinator
 Formation Leader
 I'm serving both
 Other: _____

CGS CATECHIST FORMATION DETAILS

4. **Catechist Formation Level Offered:**

- Infant/Toddler
 Level I
 Level II
 Level III

5. **What is the format of this catechist formation?**

- Two summers each with week long intensives (Part 1 and Part 2)
 One Saturday a month
 Weekend (2-3 days at a time)
 Weekly
 Combination of summer intensives and monthly sessions
 Other _____

6. **Dates for this Catechist Formation.** (Please indicate the dates for the entire course. It is important that adults understand the length and scope of CGS catechist formation. If the dates for this formation are not finalized yet, indicate the time period when the formation will conclude.)

Dates: _____

7. **What time will each session occur?** (For example, 9:00 am – 4:00 pm, 1:00-5:00 pm, 6:00-9:00 pm)

Time: _____

8. **Do you want this catechist formation to be listed on the CGSUSA website?**

- Yes
 No



HOSTING SITE DETAILS

9. Name of Hosting Site: _____
(church, school, retreat center and/or diocese)

Street address: _____

City: _____ State: _____ Zip: _____ Diocese: _____

Hosting Site Country, if outside of the United States: _____

10. Name of Hosting Coordinator: _____

11. Hosting Coordinator, phone number to contact (appears on website): _____

12. Email address (appears on website): _____

13. Is Hosting Site Coordinator a:

____ CGSUSA Formation Leader

____ CGS Catechist

____ Director of Religious Education or Children's Ministry for the Hosting Site

____ A Volunteer

____ Other: _____

FORMATION LEADER(S)

Only recognized CGSUSA Formation Leaders can lead and sign certificates for CGS Catechist Formation.

14. Name(s) of CGSUSA Recognized Formation Leader(s):

(Lead) #1 Formation Leader: _____ Email: _____

#2 Formation Leader: _____ Email: _____

15. What is the stipend for the Formation Leader (s)?

(Lead) #1 Formation Leader 1: _____

#2 Formation Leader: _____

16. How is this stipend paid to the formation leader (s):

____ Per hour of each session

____ Per day

____ Per session (day or multi-day weekend)

____ Per course part (for Part 1 and Part 2)

____ Entire stipend paid at the conclusion of the course

In addition to stipends, Formation Leader (s) have travel, lodging, and meal expenses covered or reimbursed.



17. Check the expenses that will be covered for the Formation Leader(s)?

Air fare or other travel costs:

- Yes
 No
 N/A

Lodging:

- Yes
 No
 N/A

Meals:

- Yes
 No
 N/A

18. Will the Formation Leader (s):

Provide own transportation

- Yes
 No
 N/A

Will mileage be reimbursed if Formation Leader is providing own transportation?

- Yes
 No
 N/A
 Rate

19. Note any additional details regarding this course and expenses:

ASSISTANTS FOR CATECHIST FORMATION

21. Will there be an assistant working with the formation leader who is involved in the CGSUSA Formation Leader Discernment Process?

- Yes
 No

If yes, please list the name of the assistant:

Name: _____

22. Will the assistant receive a stipend or honorarium?

- Yes No

23. How much is the stipend or honorarium? _____

24. When will the stipend or honorarium be paid? _____

25. How many additional team members will be working on this course?

No other team members; 1, 2, 3, 4



TUITION FOR PARTICIPANTS

26. What is the tuition charged for the ENTIRE course (Parts 1 and 2) per participant? _____

27. How will participants pay the tuition for the course?

_____ Entire tuition of the course paid before or by the beginning of the formation

_____ Half of the tuition paid at the beginning of the course; balance due at the beginning of part 2.

_____ Paid at the start of each session of the course – this could be each time the course meets

_____ Other

28. What is the **Maximum number** of course participants? _____

29. What is the **Minimum number** of course participants to make the course viable? _____

30. What agreement do you have in place if the course had to be cancelled?

31. **For Level II or Level III courses:**

Will the formation leader or the hosting coordinator confirm that participants registering for your course have completed the previous level of CGS catechist formation and received a certificate? (This can be done by asking the registered participant and checking with CGSUSA Office of Formation.)

_____ **Formation Leader will confirm participants' completion of previous catechist formation**

_____ **Hosting Coordinator will confirm participants' completion of previous catechist formation**

AUDITORS

CGSUSA identifies persons as auditors those who have previously completed the entire CGS catechist formation level and received a CGSUSA certificate but who would like to repeat the same CGS formation level.

32. Will this catechist formation accept auditors?

_____ Yes

_____ No

33. If auditors are attending this catechist formation, will there be a tuition charged for them?

_____ Yes

_____ No

_____ Maybe

34. How much will the auditor's fee be? _____



The United States Association of

The Catechesis of the Good Shepherd®

CGSUSA COURSE REGISTRATION FEE and AGREEMENT

Please read: A Registration Fee is paid by the hosting organization to the United States Association for The Catechesis of the Good Shepherd at the beginning of the course. It is based upon the number of participants enrolled in the course. It is NOT based upon the number of participants who complete the course. The course roster is sent to the CGSUSA Course Registrar once the course is registered. Upon receipt of the roster, the Registration Fee is invoiced to the Hosting organization once the course begins.

35. It is the responsibility of the Formation Leader and the Hosting Coordinator to be aware of and make sure the Registration Fee is paid to CGSUSA once invoiced at the beginning of a course. The tuition charged by the hosting organization to participants can include the Registration Fee. This fee is paid by the hosting organization to CGSUSA. It is not paid individually by participants to CGSUSA. We, the Hosting Coordinator and Formation Leader, understand the details of the CGSUSA Course Registration Fee.

_____ Yes

36. Who will be responsible for sending the course roster to the CGSUSA Course Registrar after the course begins, the Hosting Coordinator or the Formation Leader?

37. The hosting organization agrees to pay CGSUSA the Registration Fee (\$35/person enrolled) once the fee is invoiced. This fee will be paid at the beginning of the course.

_____ Yes

CERTIFICATES CAN ONLY BE SIGNED BY FORMATION LEADERS OFFICIALLY RECOGNIZED BY

The United States Association of The Catechesis of the Good Shepherd (CGSUSA).

Once the course concludes and certificates have been issued to participants, it is the responsibility of the Formation Leader and the Hosting Coordinator to update the Roster indicating who received certificates. We agree to follow up with CGSUSA Office of Formation and send an updated Roster indicating who received Certificates.

_____ Yes

We agree to the details of this CGS Catechist Formation as stated above between the Hosting Organization and the Formation Leader(s).

Signature of Hosting Coordinator: _____

Signature of Lead Formation Leader: _____

Date Agreement Finalized: _____

If you have any questions regarding this form or registering courses with CGSUSA, contact:

CGSUSA Office of Formation:

Karen Maxwell, Director of Formation, karenmaxwell@cgsusa.org, 404-580-2960