



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

Office of Formation:

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4771 Old Timber Ridge Road, Marietta, Georgia 30068, 404-580-2960

CGSUSA Checklist for Formation Registration

Thank you for taking the time to review this checklist and completing the Formation Registration forms. Please note: Karen's office hours are Monday – Friday 9:00 – 5:00 ET. Debbie Dobson works part-time, Tuesdays and Thursdays. Should you have any questions about this process, please feel free to contact us.

TO REGISTER YOUR FORMATION COURSE:

- ❑ **Complete the Registration Form and Agreement between Formation Leader and Hosting Site 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.**
- ❑ **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 Office of Formation will register the course and notify the Hosting Course Coordinator and the Formation Leader(s) of the course reference number. Please reference this number on all correspondence related to the course.
- ❑ You may order CGS core texts by going to the Publications Catalog on our website: www.cgsusa.org.
- ❑ With the Formation Registration confirmation email, you will receive an electronic Roster Spreadsheet for you to enter information about the participants enrolled. You may wish to ask registrants for the following information as you have them register for your course as this will also need to be sent to the Office of Formation on the roster spreadsheet after the course begins:
 - 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 where the participant will serve as a catechist as well as their faith tradition.

AFTER YOUR FORMATION COURSE BEGINS:

- **After the beginning session of the formation**, the Hosting Site Coordinator will need to complete the Roster Spreadsheet concerning the participants who are enrolled in the formation and send the roster to the CGSUSA Office of Formation. Please use the spreadsheet sent with your registration confirmation email as this greatly expedites entering this information in our database.
- The **Registration Fee is based on the number of persons enrolled in the formation and is paid at the beginning of the formation. Our office will invoice the Hosting Site with the payment due.** If this number changes during the remainder of the formation, the Registration Fee will not change. **Auditors who are re-taking the entire course are considered participants in the course.** If someone is visiting your course for a session or two who is not registered, he or she is not considered a participant in the course. Please also note that the Registration Fee is not based upon the participants who complete the formation for a certificate. Please send one check from the Hosting Site to the association for the Registration Fee. Please do not ask participants to write checks individually for this Registration Fee.
- **Please encourage course participants to become members of the United States Association of CGS.**
- 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 at 404-580-2960.
- 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 Hosting Site Coordinator.

FOUR WEEKS PRIOR TO THE CONCLUSION OF YOUR FORMATION COURSE

- Certificates will be awarded to all participants who complete the requirements of CGS formation, most particularly, to those who have participated in all or most all, of the formation sessions. The Office of Formation monitors all CGSUSA courses in order to contact those that will be ending within a three to five-week period to request an estimate of the number of certificates needed. However, the Formation Leader for the course OR the Hosting Site Coordinator may also **contact the Office of Formation approximately four weeks before the course ends to order certificates. A mailing address where the certificates are to be mailed should also be provided.** Typically, these certificates are sent by Flat Rate Priority Mail and will take 3-5 business days to arrive.

- After the course is completed and certificates are awarded, the Hosting Site Coordinator in conjunction with the Formation Leader will need to update the original formation roster and indicate who was able to complete the course and receive a certificate and then email the updated roster to the Office of Formation: debbiedobson@cgsusa.org.

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

Formation Course Registration Form

The United States Association of The Catechesis of the Good Shepherd

Today's Date: _____

Course Level: Infant/Toddler Level I Level II Level III / Part 1 Part 2 Complete

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

Street address: _____

City: _____ State: _____ Zip: _____

Do you want this course listed on the CGSUSA website? Yes No

Name of Hosting Site Coordinator: _____

Best phone # to contact (appears on website) _____

Email address (appears on website): _____

Name(s) and email address of Formation Leader(s):

Lead Formation Leader: _____ **email:** _____

Formation Leader: _____ **email:** _____

Formation Leader: _____ **email:** _____

Assistant(s) to Formation Leader(s): _____

Dates for Course (It is best to provide dates for the complete course):

Complete course dates:

OR

Part 1 dates:

and Part 2 dates:

Tuition charged for ENTIRE course per participant (Part 1 & Part 2): \$ _____

Formation Agreement between Formation Leader and Hosting Site

The United States Association of The Catechesis of the Good Shepherd

This document is offered to clarify details of the agreement to lead CGS formation between the Hosting Site and the Formation Leader recognized by The United States Association of The Catechesis of the Good Shepherd. Please direct questions to Karen Maxwell, Director of Formation, 404-580-2960 or karenmaxwell@cgsusa.org.

Course Level: Infant/Toddler Level I Level II Level III / Part 1 Part 2 Complete

Course Dates

Complete course: _____

OR

Part 1: _____

Part 2: _____

Name of Hosting Community: _____

(church, school, retreat center, and/or diocese)

Street address: _____

City: _____ State: _____ Zip: _____

Host Coordinator name: _____

Email: _____ **Phone #:** _____

Formation Leader(s)

Lead Formation Leader: _____ **email:** _____

Formation Leader: _____ **email:** _____

Formation Leader: _____ **email:** _____

Will there be an Assistant helping with this course?

Name: _____

What is the Formation Leader's stipend? _____ **Circle one: per day/ per hour/ per part/ per course**

When will the stipend be paid to the Formation Leader? _____

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? _____

If the minimum number of course participants is not reached, will the course be cancelled? ___ Yes ___ No

What is the **Tuition** being charged for the entire 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 Hosting Site and the Formation Leader(s) about how all fees will be paid to Formation Leader(s)? _____ (initials)

Is there agreement between the Hosting Site and the Formation Leader(s) about how the Registration Fee will be paid to The United States Association of The Catechesis of the Good Shepherd? _____ (initials)

Signature of the Formation Leader(s) and Date:

Signature of Hosting Site Coordinator on behalf of the Hosting Site:

Date Agreement Finalized: _____