



SONFLOWER REGION FORMATION COURSE POLICIES

1. Each formation course shall consist of a minimum of 90 hours, approximating a 14-day course.
2. It's recommended that each formation course have two leaders. The expectation is for a course to have at least 17 participants to break even. If, under extreme circumstances, a course must run with fewer than 17 participants, formation leaders must make adjustments to the budget. One adjustment could be to have only one formation leader.
3. Deadline for deposits will be two weeks before the class begins. There will be a determination by the Board and the formation leaders whether the class will proceed based on the number of participants registered by the deadline.
4. Information for the formation class brochures must be submitted to the Corresponding Secretary at least two months in advance of the beginning date. The Corresponding Secretary will design a brochure for the course.
5. Course leaders are responsible for registering the course with the National Association of CGS.
6. Course tuition for Levels 1 and 2 is \$700 per participant (\$350 for each part), payable to the SonFlower Region of CGS and submitted to the course registrar. Level 3 courses that need to add more days may increase tuition by \$50 per day added.
7. An annual discount of \$25 (per part) may be applied for Levels 2 or 3 if a photocopy of participant's receipt for current year's membership in the National Association is submitted with registration.
8. All tuition must be paid per participant and not by an institution or parish just to cover expenses of a particular course without regard for per-participant tuition.
9. Deposits for tuition are not refundable or transferable to another course. (Special cases will be considered with written request and voted upon by the SonFlower Board.) The refund policy should be clearly stated in the brochure.
10. Participants must pay for copies of course work if hosting parish does not provide them.
11. All course participants must have completed and be certified in the previous level course before they are allowed to enroll in the subsequent level course. Formation leaders must carefully discern any exceptions to this policy.
12. Hostesses may be offered a portion of the current course tuition for her service at the discretion of the formation leaders, maximum \$150 per part.
13. Registrars may be offered a portion of the current course tuition for her service at the discretion of the formation leaders, maximum \$50 per part.
14. It's recommended that participants complete at least one session of observation in an atrium of the level they are studying and at least one morning or afternoon session of observation in a Montessori environment of the level they are studying.
15. Participants are required to collaborate with all in the course to compose album pages.
16. For a completion certificate, course participants must attend at least all but one day of training per part. They must make up missed presentations by meeting with another class member in the current course or other qualified catechist. They must complete required readings and request notes from a class member. If more than two days of formation have been missed, the participant must attend pertinent sessions of another formation course before a certificate is awarded. They must apprise the course leaders of their makeup plans and completion of missed content.

17. Excess funds from a course will remit to the Region, except for 10% donated to the National Association of CGS and 30% donated to the hosting parish. Regional Treasurer will send donation checks. There will be a \$300 cap for the parish and the National Association.
18. For a formation leader conducting a Seed Planting, the rate is \$40 per hour up to three hours. A maximum of two catechists will be paid. Also the government rate for mileage will be reimbursed if more than 30 miles round trip is traveled.