



## SONFLOWER REGION FORMATION COURSE PROCEDURES FOR LEADER

\*\*\* Please notify the Board of the SonFlower Region of your request to run a course.  
The e-mail address is CGSKSMO@Gmail.com.

Formation leaders will:

1. Contact the Corresponding Secretary two months in advance of the beginning date to create a brochure for your course with information that you provide. She will e-mail it to all SonFlower Region members after it is approved by the National Association. Request additional help from the Board in promoting the course in the region or beyond as necessary.
2. Establish a formation team of at least two leaders if possible. One may be a mentored leader.
3. Form a hosting committee, requesting that one person serve as hostess for the course. Hostess's contact information should appear on the course brochure. Give *Formation Course Procedures for Hostess* to the hosting committee.
4. Request one of the hosting committee to serve as registrar for the course. Registrar's name and address should appear in the course brochure as the destination for tuition checks. Give *Formation Course Procedures for Registrar* to the registrar.
5. Determine a budget for the course that includes:
  - A \$35 fee for each participant's completion certificate, payable to National at the beginning of the course
  - Compensation for each formation leader, including \$300 per day stipend, travel expenses (airfare or mileage based on current IRS standard, meals, overnight costs)
  - Compensation for each mentored leader (if applicable), including \$100 per day stipend, travel expenses (airfare or mileage based on current IRS standard, meals, overnight costs)
  - Copy expenses as needed
  - \$150 per part for hostess
  - \$50 per part for registrar
6. Provide a sign-in sheet to keep attendance each day of the course.
7. Require from participants a report for "made-up" work that was missed and provide a form or sample of such.
8. Ask Registrar to provide before the course starts a complete list of registrants in the following format: LAST NAME, FIRST NAME, ADDRESS, CITY, ST, ZIP, LAND PHONE, CELL PHONE, E-MAIL ADDRESS, DENOMINATION, DIOCESE OF RESIDENCE, PARISH, ATRIUM.
9. Provide of list of registrants to the region's bookkeeper and Corresponding Secretary (or person maintaining the region's membership list).

10. Order course completion certificates from the National Association at the beginning of the first part of the course. Ask the Regional Treasurer to mail certificate fees and class list with contact information to the National Association.
8. Be sensitive to participants' denominations during formation, and call all participants to an attitude of respect for all denominations represented.
9. Provide adequate instructions for making materials and composing album pages. Read album pages submitted for correction and make recommendations.
10. Award course completion certificates to each person who has completed the required attendance and album pages. Hold certificates for participants who have not until "make-up" form is submitted.
11. Provide evaluation forms to participants to allow feedback about the course to formation leaders.