



# Diocese of San Bernardino

## Office of Evangelization and Adult Faith Formation

### Request Form for Parish Workshops



Date Received call: \_\_\_\_\_

Parish: \_\_\_\_\_

Name of person requesting workshop: \_\_\_\_\_ Vicariate: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Workshop requesting: \_\_\_\_\_

Language of Workshop requesting: \_\_\_\_\_

Possible Workshop dates: \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Name of person to open /close room/s \_\_\_\_\_ Contact # \_\_\_\_\_

Workshop Hours: \_\_\_\_\_

Facilitator Trainer Name: \_\_\_\_\_  English  Spanish

Facilitator Trainer Name: \_\_\_\_\_  English  Spanish

Pastor, Pastoral Coordinator or Parish Administrator Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **REQUESTS for Parish to host training**

1. We need to have permission and acknowledgement from the Pastor, Pastoral Coordinator, or Administrator to have any workshops at your parish.
2. The contact person will be responsible for collecting the \$10.00 per person fee
3. We request to have at least 10 people attending to host the facilitator training workshop for each language requested.
4. We request to have two rooms in the event that we have a Spanish and English training the same day.
5. Parish is asked to be responsible for morning hospitality for attendees.
6. Parish is asked to provide lunch for facilitator trainers.
7. We request that the parish promote this workshop to nearby parishes and be open to anyone who wishes to attend from any other parish in the Diocese of San Bernardino.