

WORKSHOP REQUEST FORM – PROTECTING GOD’S CHILDREN

Parish/School/Agency _____
City _____ County _____ Vicariate _____
Pastor _____ Total # Workshops You want to Schedule _____
PGC Coordinator _____ Position _____
E-Mail _____ Coordinator Phone _____
Has Coordinator Received **2012** Implementation Guide? Yes _____ No _____ Reviewed? Yes _____ No _____
Room where workshop will be held _____ Wheelchair accessible? Yes _____ No _____
Can you accommodate up to 100 participants seated at tables? Yes _____ No _____ If not, what is maximum? _____

Please list your preferred date(s) and time(s). Workshops can be scheduled to begin any time between 8:30 a.m. and 6:30 p.m. Plan 3½ hours if you’re providing a meal, or 3 hours without a meal. All workshops beginning after 5 p.m. must include a meal to accommodate participants arriving directly from work. Request up to three workshops on this form.

WORKSHOP 1

Date Requested _____ Day of Week _____
Workshop Time _____ to _____ Time Meal Served _____ to _____
Alternate Date _____ Alternate Day of Week _____

WORKSHOP 2

Date Requested _____ Day of Week _____
Workshop Time _____ to _____ Time Meal Served _____ to _____
Alternate Date _____ Alternate Day of Week _____

WORKSHOP 3

Date Requested _____ Day of Week _____
Workshop Time _____ to _____ Time Meal Served _____ to _____
Alternate Date _____ Alternate Day of Week _____

Fax your request to Sharon Gorman, Office for Safe Environments, (313) 596-7197
You’ll receive confirmation of your workshop(s) within 7 days.

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OFFICE FOR SAFE ENVIRONMENTS USE ONLY

Workshop/Facilitator Schedule _____ AOD Site _____ VIRTUS _____