

**PROVINCE OF ST. JOSEPH CONTINUING FORMATION
REPORT FOR 2017
PLAN, BUDGET REQUEST AND QUESTIONNAIRE FOR 2018-2019
*Due February 15, 2018***

Name: _____

CONTINUING FORMATION REPORT FOR 2017

Please briefly report on the continuing formation that you did for *calendar year 2017 (January 1-December 31)* to further your personal, spiritual, pastoral and professional growth as well as address the needs of the Province, particularly as they are articulated in the Pastoral Plan.

Please note any significant resources that you read, listened to (i.e. audiobook) or followed on the Internet specifically for continuing formation purposes.

**CONTINUING FORMATION PLAN AND
BUDGET REQUEST AND QUESTIONNAIRE FOR FY 2019**

Please Note:

- a. *This new budget covers **Fiscal Year 2019**, i.e. the period from **July 1, 2018 thru June 30, 2019**.*
- b. *There is no automatic budgeting of funds (e.g., \$300) for continuing formation for any friar; if you want the money you must budget for it.*
- c. *It is important for provincial budgeting that you complete this form if you wish any funds for late 2018 or early 2019.*
- d. *You can submit this form via e-mail, or USPS ("snail mail").*
- e. *If you miss the February 15, 2018 deadline, this office can no longer assure that your request will be included in the provincial budget.*

CONTINUING FORMATION PLAN

Please briefly indicate below your Continuing Formation Plan for the coming fiscal year, i.e. how you intend to further your personal, spiritual, pastoral and professional growth as well as address the needs of the Province, particularly as they are articulated in the Pastoral Plan.

Non-Degree and Non-Certificate expenses, e.g., Workshops, conferences, books, other education expenses

Type of Educational Activity	Estimated Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	TOTAL: _____

****For Local Ministers Only**—Community Continuing Formation Expenses

Type of Educational Activity	Estimated Cost
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

Already in or approved for Sabbatical, Degree or Certification Programs:

If you are **already** in or approved for a sabbatical, degree or certificate program please estimate the cost of that program for FY 2019.

Estimated cost of tuition:	_____
Estimated cost of books/fee	_____
Estimated travel costs:	_____
Estimated living costs:	_____
Other [please specify]:	_____
TOTAL :	_____

Please note that if you are away at school or on sabbatical in 2018 or the first half of 2019, you will need to work out the details of your subsidy for your personal and living expenses with Diane Simpkins, CFO.

3. Yet to be approved: Sabbatical, Degree or Certification Requests:

If you are planning a sabbatical or wish to pursue an academic degree, professional degree or certification during all or a portion of the 2018-2019 school year, the policies of the Province require that you request and receive permission from the Provincial Minister and Council. Please check the space below if you plan to make such a request for FY 2019 and note that you should make the request in writing to the Provincial Minister no later than *February 1, 2018*.

_____ I will be requesting permission for a sabbatical, degree or certificate in Fall 2018.

_____ I will be requesting permission for a sabbatical, degree or certificate in Spring 2019.

5. How can we help?

Do you have any other suggestions as to how the Office of Continuing Formation can serve you and the other members of the Province more effectively? Let us know!

Please return this form by **February 15, 2018** to:

John Celichowski, OFM Cap.

St. Clare Friary

3407 S. Archer Ave.

Chicago, IL 60608

jscelichowski@gmail.com

Thank you!