**PROVINCE OF ST. JOSEPH CONTINUING FORMATION**

**REPORT FOR january 1-december 31, 2023**

**PLAN, Budget Request and Questionnaire FOR FISCAL YEAR 2025**

***Due February 15, 2024***

Name: \_\_\_\_\_\_\_

**CONTINUING FORMATION REPORT FOR 2023**

Please briefly report on the continuing formation that you did for ***calendar*** *year 2023* *(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 2025**

*Please Note:*

* + - * 1. *This new budget covers* ***Fiscal Year 2025,*** *i.e., the period from* ***July 1, 2024 thru June 30, 2025.***
				2. *There is no automatic budgeting of provincial funds for continuing formation for any friar. It is important for provincial budgeting that you complete this form if you expect the support of the Province for any continuing formation activities during the last six months of 2024 or the first six months of 2025.*
				3. *You may submit this form via e-mail or USPS (“snail mail”).*
				4. *If you miss the* ***February 15, 2024 deadline,*** *the Office of Continuing Formation cannot assure that your request will be included in the provincial budget.*

**CONTINUING FORMATION PLAN**

Please briefly indicate below your Continuing Formation Plan for FY 2025, 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**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Type of Educational Activity Estimated Cost**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **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 2025.

 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, you will need to work out with Diane Simpkins, Secretary-Treasurer of the Province, the details of your subsidy for your personal and living expenses.

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 FY 2025, the policies of the Province require that you request and receive permission from the Provincial Minister. The details for these processes are noted in the *Provincial Policy Handbook*, which is available on the Capuchin Communications website. Please check the space below if you plan to make such a request for FY 2025 and note that you should make the request in writing to the Provincial Minister no later than *February 15, 2024.*

 \_\_\_\_\_ I will be requesting permission for a sabbatical, degree, or certificate during FY 2025.

 Program

 School

5. How can we help?

 If you have any suggestions on how the Office of Continuing Formation can serve you and

the other members of the Province more effectively, please let us know.

Please return this form by **February 15, 2024** to:

John Celichowski, OFM Cap.

Office of Continuing Formation

1820 Mt. Elliott St.

Detroit, MI 48207

jcelichowski@thecapuchins.org

***Thank you!***