

**Class/Event Request**  
**Adult Faith Formation**

Type \_\_\_ Book Study \_\_\_ Bible Study \_\_\_ Lecture \_\_\_ Other: \_\_\_\_\_

Leader: \_\_\_\_\_

Resource: \_\_\_\_\_

Dates/Time: \_\_\_\_\_

Description: \_\_\_\_\_

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Proposed Cost: \_\_\_\_\_

Minimum/Maximum Attendance: \_\_\_\_\_

Leaders Bio: \_\_\_\_\_

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Process for Class/Event Request:

1. Request is made (by leader or by AFFC) – Complete the Class/Event Request Form
2. Determine the start & end dates (consider when they would receive materials), day or night, start & end time
3. Determine teacher (this is a PROPOSED class until the AFFC needs to approve it)
4. Submit the Request to Rev. Linda Zastovnik who will pass it onto the AFFC for approval (they meet monthly).
5. Once approved or deferred, we will notify the leader/teacher. If approved, we will request a written promotional email be sent to Linda.
6. Susan Cavasinni will secure classroom and supplies, set up online registration, pass on the promotional info to Communications (Rosemary and Jonna) and order materials.