

Instructions for Using This Report...

1. Modify all of the references to the Church name and address using the Report Designer component so that they reflect your actual church community.
2. Run the report against the selected groups to generate registrations forms.
3. Copy a class code selection sheet (example is available from the Ministry Database updates page or included in your Ministry Database distribution) to the back of each generated report page.
4. Stuff in envelopes and mail.

St. Mary Catholic Church
6853 South Prince Street
Littleton, CO 80128

Important Religious Education and Youth Ministry Registration Information

Please!

Return the enclosed registration form with any payment due and additional paperwork such as Baptismal certificates to Saint Mary's Church no later than May 31, 2005

Registration Information For:

Jake Cypher
7 Willowleaf Rd.
Highlands Ranch, CO 80126

| Fold here

Dear Jake,

Thank you for being an important part of our religious education and youth ministry programs this past year. Because of your continued participation, we would like to offer you the opportunity to register for NEXT year early. Early registration has several benefits to YOU and also assists us in planning for the upcoming year.

Benefits to You

You get first selection of class times and sections. No worrying that all the times that you need will be over-booked and closed.

You get a convenient reminder in the mail before classes begin.

You get a special pre-registration discount, for helping us plan in advance and be better stewards of the church's resources.

On the enclosed form please enter a first and second choice class code from the list of options on the enclosed class code sheet for each child. Upon completion, please mail the enclosed form with your payment and any necessary paperwork to the address at the bottom of the form. You will receive a confirmation of registration in the Fall prior to classes beginning.

Sincerely,

St. Mary's Religious Education and Youth Ministry Staff

Religious Education and Youth Ministry Registration 2005-06

Please complete the following form. Please make any changes or corrections and return this page with any fees due and any addition paperwork that is required.

Step One -- Verify Your Family Information

Family Info	Parent's Names Jake Cypher	Home Phone (303) 971-1295 <input type="checkbox"/> Unlisted	7	
	Street 7 Willowleaf Rd.	City Highlands Ranch	State CO	Zipcode 80126
	Notes regarding children			

Step Two -- Register Your Students All information is for the NEXT school year!

Student 1	Student Name Amber Cypher	Gender Female	Grade Next Fall 3	School Next Fall Academy	Birthdate 7/9/1996	Choice 1	Choice 2	
	Student's Middle Name	Email Address	Sacraments celebrated: <input checked="" type="checkbox"/> Baptism <input checked="" type="checkbox"/> Reconciliation <input checked="" type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation					
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>					ID# 12		
	Father's Full Name		Mother's Full Maiden Name					

New Student	Student Name	Gender	Grade Next Fall	School Next Fall	Birthdate	Choice 1	Choice 2
	Student's Middle Name	Email Address	Sacraments celebrated: <input type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation				
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>						
	Father's Full Name		Mother's Full Maiden Name				

Step Three -- Payment Information

Payment Info	<input type="checkbox"/> I would like to volunteer as a catechist or aide and have my program fees waived		<input type="checkbox"/> I am enclosing payment by cash or check								
	Check all available times <input type="checkbox"/> Sunday Mornings <input type="checkbox"/> Sunday Evenings <input type="checkbox"/> Tuesday Evenings <input type="checkbox"/> Wednesday Evenings <input type="checkbox"/> Thursday Evenings	Check all completed trainings <input type="checkbox"/> Safe Environment <input type="checkbox"/> Background Check Location where trainings were completed	<table border="1"> <tr> <td># of students</td> <td>Fee / Student</td> <td>Amount Due</td> </tr> <tr> <td></td> <td style="text-align: center;">\$50.00</td> <td></td> </tr> </table>	# of students	Fee / Student	Amount Due		\$50.00		<p style="text-align: center;">Please return this sheet plus any fee and baptismal records (if registering for a sacramental year) to: Saint Mary Church RE Office 6853 South Prince Street Littleton, CO 80128</p>	
	# of students	Fee / Student	Amount Due								
		\$50.00									

St. Mary Catholic Church
6853 South Prince Street
Littleton, CO 80128

Important Religious Education and Youth Ministry Registration Information

Please!

Return the enclosed registration form with any payment due and additional paperwork such as Baptismal certificates to Saint Mary's Church no later than May 31, 2005

Registration Information For:

Steve & Jasminn Hanifen
4750 Wild Horse Peak
Highlands Ranch, CO 80126

↑ Fold here

Dear Steve & Jasminn,

Thank you for being an important part of our religious education and youth ministry programs this past year. Because of your continued participation, we would like to offer you the opportunity to register for NEXT year early. Early registration has several benefits to YOU and also assists us in planning for the upcoming year.

Benefits to You

You get first selection of class times and sections. No worrying that all the times that you need will be over-booked and closed.

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On the enclosed form please enter a first and second choice class code from the list of options on the enclosed class code sheet for each child. Upon completion, please mail the enclosed form with your payment and any necessary paperwork to the address at the bottom of the form. You will receive a confirmation of registration in the Fall prior to classes beginning.

Sincerely,

St. Mary's Religious Education and Youth Ministry Staff

Religious Education and Youth Ministry Registration 2005-06


Please complete the following form. Please make any changes or corrections and return this page with any fees due and any addition paperwork that is required.

Step One -- Verify Your Family Information

Family Info	Parent's Names Steve & Jasminn Hanifen		Home Phone (303) 981-1627 <input type="checkbox"/> Unlisted		4
	Street 4750 Wild Horse Peak		City Highlands Ranch		State CO
					Zipcode 80126
Notes regarding children					

Step Two -- Register Your Students All information is for the NEXT school year!

Student 1	Student Name Kaoro Hanifen		Gender Female	Grade Next Fall 8	School Next Fall Academy	Birthdate 3/24/1991	Choice 1	Choice 2	
	Student's Middle Name		Email Address		Sacraments celebrated: <input checked="" type="checkbox"/> Baptism <input checked="" type="checkbox"/> Reconciliation <input checked="" type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation				
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>						ID# 8		
	Father's Full Name			Mother's Full Maiden Name					

Student 2	Student Name Reed Hanifen		Gender Male	Grade Next Fall 9	School Next Fall Mullen	Birthdate 4/5/1990	Choice 1	Choice 2	
	Student's Middle Name		Email Address		Sacraments celebrated: <input checked="" type="checkbox"/> Baptism <input checked="" type="checkbox"/> Reconciliation <input checked="" type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation				
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>						ID# 7		
	Father's Full Name			Mother's Full Maiden Name					

New Student	Student Name		Gender	Grade Next Fall	School Next Fall	Birthdate	Choice 1	Choice 2	
	Student's Middle Name		Email Address		Sacraments celebrated: <input type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation				
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>								
	Father's Full Name			Mother's Full Maiden Name					

Step Three -- Payment Information

Payment Info	<input type="checkbox"/> I would like to volunteer as a catechist or aide and have my program fees waived		<input type="checkbox"/> I am enclosing payment by cash or check							
	Check all available times		Check all completed trainings							
	<input type="checkbox"/> Sunday Mornings <input type="checkbox"/> Sunday Evenings <input type="checkbox"/> Tuesday Evenings <input type="checkbox"/> Wednesday Evenings <input type="checkbox"/> Thursday Evenings		<input type="checkbox"/> Safe Environment <input type="checkbox"/> Background Check Location where trainings were completed							
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"># of students</td> <td style="width: 30%;">Fee / Student</td> <td style="width: 40%;">Amount Due</td> </tr> <tr> <td></td> <td style="text-align: center;">\$50.00</td> <td></td> </tr> </table> <p>Please return this sheet plus any fee and baptismal records (if registering for a sacramental year) to: Saint Mary Church RE Office 6853 South Prince Street Littleton, CO 80128</p>			# of students	Fee / Student	Amount Due		\$50.00
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St. Mary Catholic Church
6853 South Prince Street
Littleton, CO 80128

Important Religious Education and Youth Ministry Registration Information

Please!

Return the enclosed registration form with any payment due and additional paperwork such as Baptismal certificates to Saint Mary's Church no later than May 31, 2005

Registration Information For:

Diana & Kenneth Jacoby
7133 West Elmhurst Place
Littleton, CO 80128

↑ Fold here

Dear Diana & Kenneth,

Thank you for being an important part of our religious education and youth ministry programs this past year. Because of your continued participation, we would like to offer you the opportunity to register for NEXT year early. Early registration has several benefits to YOU and also assists us in planning for the upcoming year.

Benefits to You

You get first selection of class times and sections. No worrying that all the times that you need will be over-booked and closed.

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You get a special pre-registration discount, for helping us plan in advance and be better stewards of the church's resources.

On the enclosed form please enter a first and second choice class code from the list of options on the enclosed class code sheet for each child. Upon completion, please mail the enclosed form with your payment and any necessary paperwork to the address at the bottom of the form. You will receive a confirmation of registration in the Fall prior to classes beginning.

Sincerely,

St. Mary's Religious Education and Youth Ministry Staff

Religious Education and Youth Ministry Registration 2005-06

Please complete the following form. Please make any changes or corrections and return this page with any fees due and any addition paperwork that is required.

Step One -- Verify Your Family Information

Family Info	Parent's Names Diana & Kenneth Jacoby	Home Phone (303) 730-1761 <input type="checkbox"/> Unlisted	1	
	Street 7133 West Elmhurst Place	City Littleton	State CO	Zipcode 80128
	Notes regarding children			

Step Two -- Register Your Students All information is for the NEXT school year!

Student 1	Student Name Lori Jacoby	Gender Female	Grade Next Fall 8	School Next Fall St. Mary	Birthdate 3/14/1991	Choice 1	Choice 2	
	Student's Middle Name Marie	Email Address	Sacraments celebrated: <input checked="" type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation					
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>					ID# 1		
	Father's Full Name		Mother's Full Maiden Name					

New Student	Student Name	Gender	Grade Next Fall	School Next Fall	Birthdate	Choice 1	Choice 2
	Student's Middle Name	Email Address	Sacraments celebrated: <input type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation				
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>						
	Father's Full Name		Mother's Full Maiden Name				

Step Three -- Payment Information

Payment Info	<input type="checkbox"/> I would like to volunteer as a catechist or aide and have my program fees waived		<input type="checkbox"/> I am enclosing payment by cash or check	
	Check all available times	Check all completed trainings	# of students	Fee / Student
	<input type="checkbox"/> Sunday Mornings <input type="checkbox"/> Sunday Evenings <input type="checkbox"/> Tuesday Evenings <input type="checkbox"/> Wednesday Evenings <input type="checkbox"/> Thursday Evenings	<input type="checkbox"/> Safe Environment <input type="checkbox"/> Background Check		\$50.00
	Location where trainings were completed		Amount Due	Please return this sheet plus any fee and baptismal records (if registering for a sacramental year) to: Saint Mary Church RE Office 6853 South Prince Street Littleton, CO 80128

St. Mary Catholic Church
6853 South Prince Street
Littleton, CO 80128

Important Religious Education and Youth Ministry Registration Information

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Registration Information For:

Mr. Allen McCain
6343 Boxwood
Littleton, CO 80128

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Dear Mr. Allen,

Thank you for being an important part of our religious education and youth ministry programs this past year. Because of your continued participation, we would like to offer you the opportunity to register for NEXT year early. Early registration has several benefits to YOU and also assists us in planning for the upcoming year.

Benefits to You

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Sincerely,

St. Mary's Religious Education and Youth Ministry Staff

Religious Education and Youth Ministry Registration 2005-06

Please complete the following form. Please make any changes or corrections and return this page with any fees due and any addition paperwork that is required.

Step One -- Verify Your Family Information

Family Info	Parent's Names Mr. Allen McCain	Home Phone (303) 933-2528 <input type="checkbox"/> Unlisted	3	
	Street 6343 Boxwood	City Littleton	State CO	Zipcode 80128
	Notes regarding children			

Step Two -- Register Your Students All information is for the NEXT school year!

Student 1	Student Name Dustin McCain	Gender Male	Grade Next Fall 8	School Next Fall St. Mary	Birthdate 6/15/1991	Choice 1	Choice 2	
	Student's Middle Name	Email Address	Sacraments celebrated: <input checked="" type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input checked="" type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation					
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>					ID# 6		
	Father's Full Name		Mother's Full Maiden Name					

New Student	Student Name	Gender	Grade Next Fall	School Next Fall	Birthdate	Choice 1	Choice 2
	Student's Middle Name	Email Address	Sacraments celebrated: <input type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation				
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>						
	Father's Full Name		Mother's Full Maiden Name				

Step Three -- Payment Information

Payment Info	<input type="checkbox"/> I would like to volunteer as a catechist or aide and have my program fees waived		<input type="checkbox"/> I am enclosing payment by cash or check	
	Check all available times	Check all completed trainings	# of students	Fee / Student
	<input type="checkbox"/> Sunday Mornings <input type="checkbox"/> Sunday Evenings <input type="checkbox"/> Tuesday Evenings <input type="checkbox"/> Wednesday Evenings <input type="checkbox"/> Thursday Evenings	<input type="checkbox"/> Safe Environment <input type="checkbox"/> Background Check		\$50.00
	Location where trainings were completed		Amount Due	

**Please return this sheet plus any fee and baptismal records (if registering for a sacramental year) to:
Saint Mary Church RE Office 6853 South Prince Street
Littleton, CO 80128**

St. Mary Catholic Church
6853 South Prince Street
Littleton, CO 80128

Important Religious Education and Youth Ministry Registration Information

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Registration Information For:

Joseph & Shannon Sorrentino
8891 West Cornell Ave
Littleton, CO 80128

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Dear Joseph & Shannon,

Thank you for being an important part of our religious education and youth ministry programs this past year. Because of your continued participation, we would like to offer you the opportunity to register for NEXT year early. Early registration has several benefits to YOU and also assists us in planning for the upcoming year.

Benefits to You

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Sincerely,

St. Mary's Religious Education and Youth Ministry Staff


Religious Education and Youth Ministry Registration 2005-06

Please complete the following form. Please make any changes or corrections and return this page with any fees due and any addition paperwork that is required.

Step One -- Verify Your Family Information

Family Info	Parent's Names Joseph & Shannon Sorrentino	Home Phone (303) 932-4721 <input type="checkbox"/> Unlisted	2	
	Street 8891 West Cornell Ave	City Littleton	State CO	Zipcode 80128
	Notes regarding children			

Step Two -- Register Your Students All information is for the NEXT school year!

Student 1	Student Name Emily Sorrentino	Gender Female	Grade Next Fall 8	School Next Fall St. Mary	Birthdate 9/15/1991	Choice 1	Choice 2	
	Student's Middle Name	Email Address	Sacraments celebrated: <input checked="" type="checkbox"/> Baptism <input checked="" type="checkbox"/> Reconciliation <input checked="" type="checkbox"/> Eucharist <input checked="" type="checkbox"/> Confirmation					
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>					ID# 5		
	Father's Full Name		Mother's Full Maiden Name					

New Student	Student Name	Gender	Grade Next Fall	School Next Fall	Birthdate	Choice 1	Choice 2
	Student's Middle Name	Email Address	Sacraments celebrated: <input type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation				
	<i>If this student is enrolling in a Sacramental preparation year, please complete the following information and enclose a PHOTOCOPY of the student's Baptismal certificate with this registration.</i>						
	Father's Full Name		Mother's Full Maiden Name				

Step Three -- Payment Information

Payment Info	<input type="checkbox"/> I would like to volunteer as a catechist or aide and have my program fees waived		<input type="checkbox"/> I am enclosing payment by cash or check			
	Check all available times <input type="checkbox"/> Sunday Mornings <input type="checkbox"/> Sunday Evenings <input type="checkbox"/> Tuesday Evenings <input type="checkbox"/> Wednesday Evenings <input type="checkbox"/> Thursday Evenings	Check all completed trainings <input type="checkbox"/> Safe Environment <input type="checkbox"/> Background Check Location where trainings were completed	# of students	Fee / Student \$50.00	Amount Due	
	Please return this sheet plus any fee and baptismal records (if registering for a sacramental year) to: Saint Mary Church RE Office 6853 South Prince Street Littleton, CO 80128					

Sample Class Code Sheet

Include a class code sheet similar to this as a third page in your mailing

Class Codes

Code **Description**

Senior High Grades 9-12

SHYG Senior High Youth Group Sunday Nights 7:00 p.m.

CONFT Confirmation Preparation Tuesday Nights 7:00 p.m.

Grade 8

CONFT Confirmation Preparation Tuesday Nights 7:00 p.m.

CONFTH Confirmation Preparation Thursday Nights 7:00 p.m.

Grade 7

T7 Religious Education Tuesday Nights 7:00 p.m.

TH7 Religious Education Thursday Nights 7:00 p.m.

Grade 6

S6 Religious Education Sunday Mornings 9:15 a.m.

Code **Description**

Grade 5

SHYG Senior High Youth Group Sunday Nights 7:00 p.m.

Grade 4

CONFT Confirmation Preparation Tuesday Nights 7:00 p.m.

Grade 3

T7 Religious Education Tuesday Nights 7:00 p.m.

Grade 2

S6 Religious Education Sunday Mornings 9:15 a.m.

Grade 1

S6 Religious Education Sunday Mornings 9:15 a.m.

Kindergarten

S6 Religious Education Sunday Mornings 9:15 a.m.