**STEPS TO TAKE AFTER A WORKSHOP**

After each workshop, please do the following:

1. Review your sign-in sheets and cross out the names of those who did not show up, those not completing the entire training, and any duplicates you may find.
2. Return your sign-in sheets, workshop evaluation forms (if you are a first-year facilitator), and any

no-internet forms **by the day after each workshop.** Please remember that a person’s ability to participate in a parish or school event may depend on the verification of their attendance.

You may scan and email OR fax OR mail to Sherry Huffman as follows:

[huffman@diocesekcsj.org](mailto:huffman@diocesekcsj.org)

Fax – 816-817-7219

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Sherry’s direct telephone line for questions or information is 816-714-2394.