

**OVASE TRAINING
Short Reporting Form**

Reporting Period from/to: _____ **Date of Report:** _____

Coordinator: _____ **Phone Number:** _____

Parish, School, or Institution Name: _____ **Email:** _____

Please record the number of individuals you have trained as a coordinator, or when someone you have trained completes their class or group training.

Everyone involved in a ministry to children and youth under 18 has the responsibility to train their classes and groups at least once-a-year.

Trained:	Number trained:	Have all been trained (Yes or No)	Date to be completed
Staff (paid)			
Priests			
Deacons			
Teachers			
Catechists/Youth Ministers			
Volunteers/Coaches, etc.			
Parents			
Students (Schools/Day Cares)			
Students (Religious Ed.)			

*please use different report forms for different dates of the same category trained.

***Please fax to 210-738-8278, email to ovase@archdiosa.org, mail, or call us as soon as you complete training.
If you have any questions, please call us at 210-734-7786 or 877-700-1888 toll free***

COMMENTS: _____
