



Diocese of Orange

13280 Chapman Avenue, Garden Grove, CA 92840 ♦ Ph.: (714) 282-3078 ♦ Fax: (714) 282-4242

Email: [emmausinfo@rcbo.org](mailto:emmausinfo@rcbo.org) ♦ [www.rcbo.org/emmausinstitute](http://www.rcbo.org/emmausinstitute)

**RETREAT/EVENT VERIFICATION FORM**

*This verification form is only to be used for diocesan/parish/school hosted events.  
(Parish Missions, Faculty Retreat, Days of Reflections, In-service, etc.)*

<b>Name of Person submitting verification:</b>		
<b>Email:</b>		
<b>Position:</b> <input type="checkbox"/> Principal <input type="checkbox"/> Vice-Principal <input type="checkbox"/> Ministry/Group Coordinator <b>Name of Ministry/Group:</b>		
<input type="checkbox"/> Other (please specify):		
<b>School:</b>		
<u>Retreat/Event Details</u>		
<b>Name of Retreat/Event:</b>		
<b>Location:</b>	<b>Date:</b>	<b>Time of Event:</b>
<p><i>Please attach <b>verification of attendance / completion</b> and <b>an agenda / outline detailing the event</b> so that our office can determine the number of hours and area which this event can be accredited appropriately. If event was a hosted by the <b>Evangelization &amp; Faith Formation (EFF) OR EMMAUS INSTITUTE</b> no need to attach Agenda, please proceed with listing your group attendees. The more information you can provide, the easier it will be for our office to determine the number of hours and area. Please attach for pre-approved events as well.</i></p>		
<p>This retreat / event: <input type="checkbox"/> has been pre-approved by the Emmaus Office for _____ number of hours in the area of :</p> <p><input type="checkbox"/> Retreat Only    <input type="checkbox"/> Content    <input type="checkbox"/> Methods    <input type="checkbox"/> Spirituality</p>		
<p>This event: <input type="checkbox"/> has NOT been approved by the EMMAUS or EFF Office.</p>		

Forms can be emailed to [emmausinfo@rcbo.org](mailto:emmausinfo@rcbo.org), mailed to address above **Attn: EMMAUS-Verification** or faxed to (714) 282-4242. **Please keep a copy for your records.** For those with valid certification, this event will be credited to their file on the EMMAUS Student Portal ([studentportal.rcbo.org](http://studentportal.rcbo.org)) within 2 weeks for approved events and 4 weeks for events that have not been approved.

**The following laity/faculty members were present for the entire event:**

	Emmaus Student # <small>(if known, formerly ipm#)</small>	First & Last Name	Date of Birth	Email <small>(use to sign-up student portal)</small>
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	<b>Emmaus Student #</b> (if known, formerly ipm#)	<b>First &amp; Last Name</b>	<b>Date of Birth</b>	<b>Email</b> (use to sign-up student portal)
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