



## My Catholic Faith Delivered Teacher & Catechist Sign-up Process

1. MCFD will email the Instructions, Sign-up Excel Spreadsheet and Marketing Flier to each principal or DRE.
2. Schools or parishes will send form back to MCFD with teacher/catechist info (names, e-mail addresses and course selections).
3. MCFD will create an invoice from this list and email that back to the principal or DRE. The invoice terms will be Net-30 days.
4. MCFD support staff will contact each principal/DRE to offer assistance and answer questions.
5. Webex Instructional Sessions will be made available for principals/DRE's or anyone else that might be serving as the group administrator for your school or parish.