



### **Report Forms:**

All of the various support community roles are asked to report on their interaction with the ConneXions Participant. To help this communication process run smoothly, we have created report forms for the various people in each role to use.

You can access report forms online [www.lff.net/ConneXions](http://www.lff.net/ConneXions) and download them to your desktop (or a destination on your own computer). Alternately you can ask us for hard copies of the documents. One is provided in your information packet.

### **Download Online:**

When you first click on the link to the report form, it should ask you whether you want to “save” or “open” the file.

Choose to “save” the file somewhere on your computer. (you could make a new folder called “CX Report Forms”)

After saving the file, you can open it and immediately begin to type in the word.doc file. However, if you first make a copy of the file you downloaded (before you begin typing in it), you will always have one copy that you have not written on...this can function as a template so that you don't need to download a new copy of the file each month.

You are required to send a copy of your report form to a designated person. Since you are using the download, you can easily attach your new file to an email. Please be sure to also save a copy of the report for each month for your own records.

### **Hard Copy (hand-written)**

If you are not typing on the report form, but are writing by hand, then please send the original copy to the appropriate person listed in your information packet and make a photocopy for your own records.

You can use the photocopier in the Living Faith main office if you do not have access to one.

If you are sending reports through the mail then please ask us about envelopes and stamps. These will be provided for your convenience upon request.

You can also bring your reports (sealed in an envelope and clearly marked) to personally hand to the appropriate person (as mentioned in your information packet) when you see them at church.