## Respect in the CAF – SOP

1. There are 3 items that need to be submitted post-course; RitCAF

2. a) RitCAF Participant Feedback Forms

   b) RitCAF Facilitator Feedback Form

   c) RitCAF Nominal Roll (this gets signed by participants during the course)

3. Scan and save all 3 separately and name them as such:

   Kingston – Date Month Year – RitCAF Participant Feedback Forms

   Kingston – Date Month Year – RitCAF Facilitator Feedback Form

   Kingston – Date Month Year – RitCAF Nominal Roll

4. Email all of these to "RitCAF Post course submission"
   respectinthecaf.respectdanslesfac@forces.gc.ca

   The subject line should read City – Date Month Year – RitCAF Participant & Facilitator Feedback and Nominal Roll