

LCMS Congregational Youth Form
Office of Rosters and Statistics
2011

Directions for completing the Congregational Youth List:

To make this as easy and quick as possible for you, please choose the reporting method that works best for you. Here are your choices:

- A. Electronically.** A ready-to-use template and easy-to-follow directions for electronic submissions are available if you would like to begin doing your submission electronically. If you have other software that will allow you to export data there are directions for that as well. Go to www.lcms.org/cusyouth, click on the preferred method and follow the directions. **Be sure to save this document on your computer as a starting place for next year's report!** Send your document as an attachment to an e-mail to youthlist@lcms.org.
- B. Shepherd's Staff.** (Using Concordia Publishing House software version 7.5 or newer)
1) Log in as the system administrator; 2) Go to "Reports Module"; 3) Select "Tools";
4) Select "LCMS Youth Report"; 5) Include "All Youth"; 6) Under "What would you like to do?" select "E-mail to Rosters and Statistics". Be sure to include your password so that we know which congregation has responded. Any questions that you might have regarding this procedure should be addressed to the CPH Shepherd's Staff tech support at 1.800.346.6120 or support@cts.cph.org.
- C. Paper.** Using the enclosed form: 1) *Update* the name, address, graduation year, birth date, and phone number of all students currently in grades 7-12. Cross out the incorrect information and clearly print the current information beside it without covering the pre-printed data. 2) *Delete*. Cross off the names of students who are no longer members of your congregation. 3) *Add*. Please add names of new students (plus address, graduation year, birth date, and phone number) in grades 7-12 who are not currently listed. A blank page is provided for this purpose. Please feel free to duplicate it as needed. Return the forms using the enclosed postage paid envelope to the **LCMS Office of Rosters and Statistics, 1333 S. Kirkwood Road, St. Louis, MO 63122.**

If the enclosed list does not need updating, or if there are no youth in your congregation, you do not need to take any action.

The following chart is provided to simplify your submission:

Grade	Graduation Year
12 th grade (Senior)	2012
11 th grade (Junior)	2013
10 th grade (Sophomore)	2014
9 th grade (Freshman)	2015
8 th grade	2016
7 th grade	2017

Questions: If you have questions, please call 1.800.248.1930 X 1252 or cus.info@lcms.org.

SEND COPY TO:

Please return forms by NOVEMBER 1, 2011