

Parish/School	City	
Safe Environment Coordinator		
Pastor, Parish Director, Administrator		
Audit Period 7/1/20	to 6/30/20	

DO NOT ALTER THE FORMAT OF THIS DOCUMENT. ANSWER THE QUESTIONS AS WRITTEN. USE THE TABLE ON PAGE 2 TO PROVIDE NARRATIVE EXPLANATIONS.

Provide the number of persons in each category. To the extent possible, if persons belong in more than one category, count them in their primary category (e.g. educators who are also parents should be counted as educators).

These should NOT be cumulative numbers. The numbers should reflect the total number of individuals who are active as of June 30, 2024 – how many of them have Safe Environment Education, have background checks and signed Codes of Ethical Standards.

Please note that all three pages of this documentation must be completed and all necessary signatures must be present on this documentation to be compliant.

<u>Children and Youth</u> – include all students enrolled in the school and/or parish religious education programs;

Educators – only salaried teachers in diocesan and parish schools (include principals and administrators);

<u>Parish/School Employees</u> – paid persons (other than priests/deacons or teachers) who are employed by and work directly for parishes/schools such as parish ministers, school support staff, rectory personnel, etc.

<u>Volunteers/Others</u> – non-paid persons who assist the parish and/or school such as catechists, youth ministers, coaches, playground assistants, classroom help, subcontractors, etc.

For Office Use Only:	_Date Received by	Archdiocese of	f Milwaukee	Safe Environn	nent Office
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NUMBERS ONLY – NO percentages and NO narrative		Number of Opt-	Number	Number Remaining to	Number of Backgrounds	Number of Backgrounds	Number of Code of Ethical Standards signed and on	Number of Code of Ethical Standards remaining to be signed and on
	Total Number	Outs	Trained	be Trained	Completed	Remaining	file	file
Children and Youth*					******	******	******	******
Educators		****						
Parish/School Employees		****						
Volunteers/Others		****						

^{*}The number trained under children and youth should reflect those who have been taught Circle of Grace during the audit period. If a child/youth was absent on the day of the lesson but it was sent home, <u>and</u> verification was received back from the parent/guardian that the lesson was taught (See Circle of Grace Guideline, Page 3) or given on another date, count them as trained.

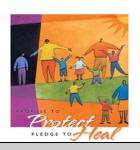
Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.				
Children and Youth:				
Educators:				
Parish/School Employees:				
Volunteers/Others:				

Please include a separate page if additional space is needed for providing any explanations.

		Yes	
		No	Explanation
	Does the parish and/or school have curriculum and materials to		
	verify that safe environment programs exist?		
1	If no, provide explanation.		
	11 no, provide explanation.		



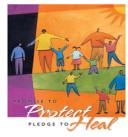
	PLEDGE TO FIEAL	Yes	
		No	Explanation
	For those parents who choose not to have their child participate	110	2. printing
	in the diocesan safe environment training:		
	8		
	a) Does the parish and/or school have documentation of the		
	signed parental declination?		
	b) Does the parish and/or school have documentation that the		
	safe environment training materials have been offered to		
	parents?		
	c) If parents refuse to sign any form, has a record been		
	maintained by the parish and/or school?		
2	If no, provide explanation.		
	Has the parish and/or school provided Safe Environment		
	Educational material (newsletters, handouts, etc) to parents?		
	If yes, please explain how they are distributed.		
3	If no, please explain.		
	Has the parish and/or school provided Safe Environment		
	Educational material (newsletters, handouts, etc) to the		
	community at large?		
	If yes, please explain how they are distributed.		
4	If no, please explain.		
	Has the pastor given this fiscal year at least one homily or wrote		
	a bulletin article addressing Safe Environment?		
5	If not, please explain.		
_	Was the Safe Environment Week Proclamation announced to the		
6	parish either at Mass or in the Bulletin?		
	Briefly describe how the parish/school observed Safe		
	Environment Week this year? (You can include a separate sheet		
	of paper with a description, if needed.) (e.g. wearing jeans,		
	dressed in blue, pinwheels, etc.)		
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Explanation

	Have all Background Checks Awaiting Review been cleared on	
8	your site's CMG Connect account? (If not, please explain.)	
	Does the parish have a religious education program or	
	school? If so, please complete the following questions.	
	a) What grade levels are enrolled in the school and/or parish	
	religious education program?	
	b) Was the Circle of Grace curriculum used?	
	c) Has the children's data been entered into CMG Connect*	
	for all grade levels with enrolled students receiving	
	instruction of Safe Environment Lessons? (Please print	
	out the children's data report from CMG Connect for	
	your parish and/or school and attach with this	
	report.)	
	*Please note that all curriculum verification data is to be	
	entered into CMG Connect under children data for both	
9	parishes and school.	
I certify	y that the information reported is accurate to the best of my ability. No	OTE: All signatures are required.
Signati	ure of Safe Environment Coordinator	Date
C		
Signati	are of Pastor, Parish Director or Parish Administrator	Date
Signatı	ure of Parish Trustee	Date
Contac	ct Information for Person Completing this Documentation:	
	T	T
Name __	Phone Number	Email

Yes No



Notes:	