

**Safe Environment Program  
Background Evaluation & Safe Environment Education  
PRELIMINARY Report-Parish/Grade School  
July 1, 2012-June 30, 2013**

Parish/school name \_\_\_\_\_

City \_\_\_\_\_

Report for:    \_\_\_ school  
                  \_\_\_ parish staff  
                  \_\_\_ other ( \_\_\_\_\_ )  
Check all that apply.

	A Total number	B Number educated	C Number remaining to receive education	D Number with completed background checks	E Number with background checks to be completed
1. Educators <i>(school use only)</i>					
2. Parish/school employees					
3. Volunteers/ Others					

***\*For every row above, check that Column A = column B + column C = column D + column E***

Please explain any number in columns C or E that is not zero.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach ONE alphabetical list of every employee that is counted in rows 1 and 2. Next to the employee's name, please list the date of the most recent background screening.**

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ e mail: \_\_\_\_\_

By signing below, I acknowledge the numbers above are accurate for my parish and/or school. I also affirm that our parish and/or school have received the diocesan safe environment program and have implemented it as documented above.

Pastor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's signature: (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

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**INSTRUCTIONS FOR COMPLETING THE CHART**

**Time period -- July 1, 2012–June 30, 2013**

**1. Educators -- USE THIS ROW ONLY FOR CATHOLIC SCHOOL TEACHERS & ASST. PRINCIPALS. LEAVE BLANK IF YOU DO NOT HAVE A SCHOOL.**

**(A) Total number** – enter the number of *salaried teachers and asst. principals* in your Catholic school in the time period. Head principals are not included. The diocesan Safe Environment Coordinator includes them on a separate report.

**(B) Number educated** -- of the number of educators that you entered in column A, determine how many have completed the diocesan safe environment education program at any time and for which there are signed forms to verify this, i.e. a signed manual form and a signed video form

**(C) Number remaining** -- enter the difference of column A minus B; explain this number on the lines below the chart if it is not zero

**(D) Number with completed background checks** -- of the number of educators that you entered in column A, determine how many have a complete and current background check on file, and for which there are signed forms to verify

**(E) Number remaining** – enter the difference of column A minus D; explain this number on the lines below the chart if it is not zero

**2. Parish/school employees**

**(A) Total number** – enter the number of *paid* persons (do not include priests, deacons or educators) who worked for your parish or school during the time period. Must include: pastoral associates, parish staff, school support staff, rectory personnel, paid coaches, etc.

**(B) Number educated** -- of the number of paid persons that you entered in column A, determine how many have completed the diocesan safe environment education program and for which there are signed forms to verify this, i.e. a signed manual form and a signed video form

**(C) Number remaining** -- enter the difference of column A minus B; explain this number on the lines below the chart if it is not zero

**(D) Number with completed background checks** -- of the number of paid persons that you entered in column A, determine how many have a complete and current background check on file, and for there are signed forms to verify

**(E) Number remaining** – enter the difference of column A minus D; explain this number on the lines below the chart if it is not zero

### 3. Volunteers/Others

**(A) Total number** – enter the number of all **non-paid** persons who assisted your parish or school during the time period.

Must include:

catechists	youth ministers	school volunteers
nursery workers	Boy & Girl scout leaders	school student observers
RE volunteers	junior achievement instructors	school student teachers
VBS catechists		

*NOTE: If this number is very difficult to determine, you may use the total number of volunteers in your database or a very good estimate.*

**(B) Number educated** -- of the number of paid persons that you entered in column A, determine how many have completed the diocesan safe environment education program and for which there are signed forms to verify this, i.e. a signed manual form and a signed video form

**(C) Number remaining** -- enter the difference of column A minus B; explain this number on the lines below the chart if it is not zero

**(D) Number with completed background checks** -- of the number of paid persons that you entered in column A, determine how many have a complete and current background check on file, and for there are signed forms to verify

**(E) Number remaining** – enter the difference of column A minus D; explain this number on the lines below the chart if it is not zero

*For every row, check that column A = column B + column C = column D + column E*

**Please attach ONE alphabetical list which includes every employee that is counted in rows 1 and 2. Next to the employee's name, please list the date of the most recent background screening. Note: This list will be checked against a list provided by the diocesan business office.**

Please call Cathie Cicchiello or send a note if you have any questions before you complete the form!

**260-672-1510**

**ccicchiello@diocesefwsb.org**

**Complete and return FORM 1 by April 15, 2013 to:**

**Cathie Cicchiello  
Safe Environment Coordinator  
PO Box 390  
Fort Wayne, IN 46801**

**FAX report to: Cathie Cicchiello  
Safe Environment Coordinator  
260-483-1881**

*THANK YOU VERY MUCH!*