

**Safe Environment Program
Background Evaluation & Safe Environment Education Report**

Parish/school name _____
Year -- July 1, 2010 - June 30, 2011

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					

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

NEW: Please attach a sheet to this form which lists by name 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: _____

**Safe Environment Program
Background Evaluation & Safe Environment Education Report
For parishes or Catholic grade schools**

INSTRUCTIONS FOR COMPLETING THE CHART

Please complete the chart on FORM 1 with information for the time period July 1, 2010 –June 30, 2011.

1. Educators (for Catholic school use only)

(A) Total number = all the *salaried teachers, principals, and administrators* in your Catholic school in the time period

(B) Number educated = of the number in column A, all those who have completed the diocesan safe environment education program at any time in the past 7 years and for which you have documentation to verify

(C) Number remaining = the difference of column A minus B

(D) Number with background checks = of the number in column A, the total number who have a completed background check on file, regardless of the year the check was completed, and for which you have documentation to verify

(E) Number remaining = the difference of column A minus D

2. Parish/school employees

(A) Total number = all the *paid* persons (other than priests, deacons and educators) who worked for your parish or school during the time period. May include: pastoral associates, school support staff, rectory personnel, paid coaches, etc.

(B) Number educated = of number in column A, all those who have completed the diocesan safe environment education program at any time in the past 7 years and for which you have documentation to verify

(C) Number remaining = the difference of column A minus B

(D) Number with background checks = of number in column A, the total number who have a completed background check on file, regardless of the year the check was completed, and for which you have documentation to verify

(E) Number remaining = the difference of column A minus D

3. Volunteers/Others

(A) Total number = 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 number in column A, those who have completed the diocesan safe environment education program at any time in the past 7 years and for which you have documentation to verify

(C) Number remaining = the difference of column A minus B

(D) Number with background checks = of number in column A, the total number who have a completed background check on file, regardless of the year the check was completed, and for which you have documentation to verify

(E) Number remaining = the difference of column A minus D

On the lines provided, please explain why any educator, employee or volunteer does not have a complete background check on file or has not completed both training requirements (video and manual).

NEW THIS YEAR: Please attach to the form a list of all the employees that are included in the number in rows 1 and 2. By each employee's name, place the date of each employee's most recent background screening.

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 June 15, 2011 to:

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

**FAX report to: Cathie Cicchiello
Safe Environment Coordinator
260-969-1475**

THANK YOU VERY MUCH!