

**Children's Curriculum for Safe Environment
Program Report Form
Academic Year July 2008- June 2009**

(Form must be filled out by each individual parish even if the parish is linked. Auditors will not accept forms with combined information. Forms with combined information will be sent back to the parish/school to be corrected).

Name of Parish: _____ City: _____

Name of Person filing Report: _____

Title/Position: _____ Phone: _____

Report is for: _____ Parish Catechetical Program _____ Parish School

Grade	Number of students enrolled	Number of students present	Date presented
Kindergarten			
1 st Grade			
2 nd Grade			
3 rd Grade			
4 th Grade			
5 th Grade			
6 th Grade			
7 th Grade			
8 th Grade			
9 th Grade			
10 th Grade			
Total			

Report form may be downloaded from the Diocese of Madison website on the Safe Environment webpage and filled out electronically. That saved document may be sent as an attachment to: ose@straphael.org

For submission of hard copies of this completed report:

Mail to: Office of Safe Environment
Attn: Valerie Bennett
Diocese of Madison
P.O. Box 44983
Madison, WI 53744-4983

Fax to: 608-821-3013

**Parent Statistics Form
July 2008 – June 2009**

(Form must be filled out by each individual parish even if the parish is linked. Auditors will not accept forms with combined information. Forms with combined information will be sent back to the parish to be corrected).

Parish _____ City _____

Total number of Parents trained 2008-2009 _____

Please check whichever applies

____ Protecting God's Children **for Parents** workshops (not the one for volunteers)

____ Take home parent packets of materials

____ Newsletter

____ Parish bulletin

____ Speaker

Name _____ Date _____

____ Other (explain)

***Send a copy of the information you send to parents (bulletin, newsletter etc.)
to the Safe Environment Office, so we can document for the audit.**

Name of Parish Safe Environment Coordinator _____

Date _____

Return form to: Office of Safe Environment

Attn: Valerie Bennett
Diocese of Madison
PO Box 44983
Madison, WI 53744-4983
Fax: 821-3013



Office of Safe Environment
Diocese of Madison

Dear Bishop Morlino,

I hereby affirm that the following educational programs about ways to make and maintain a safe environment for children and young people will be offered for the people of this parish in the year spanning July 1, 2008 to June 30, 2009:

For employees and volunteers who work with children:

Protecting God's Children for Adults™ (Virtus®)

For parents to protect and educate their own children (either)

- *Protecting God's Children for Parents™ (Virtus®)*
- Distribution of equivalent parent information packets

For children and young people:

Valuing God's Gifts in Ourselves and Others (Diocesan curriculum)

Name of Parish(es)/school

City

Name of pastor or administrator (please print)

Signature

Date

Background Investigation Authorization

For Employees and Applicants for Employment

I authorize the Roman Catholic Diocese of Madison ("the Diocese") and/or Fidelitec, LLC, to investigate all statements contained in my application for employment and retrieve information relating to my past activities for purposes of such investigation from all relevant individuals and organizations, including but not limited to personnel, government agencies, companies, law enforcement agencies, and consumer reporting agencies, to supply any and all information concerning my background, and release the same from any liability resulting from providing such information. The information received may include, but is not limited to, employment, academic, residential, motor vehicle, consumer credit when credit checks are required, and criminal records. I understand that I have the right to request additional information about these inquiries and any subsequent reference reports. This additional information will be provided to me upon written request to Fidelitec, LLC, 245 Horizon Drive, Suite 107, Verona, WI 53593.

I hereby certify that all the statements and answers contained in my application for employment and on this form are true and complete to the best of my knowledge, and I understand that any false statements and/or answers or omissions of information contained in my application for employment and on this form will be sufficient cause for cancellation of my consideration for employment, or dismissal if I have already been employed. I understand that by furnishing my birth date below, the Diocese and/or Fidelitec, LLC, are using that information for the sole purpose of verifying identification as part of the criminal records check, and the birth date is not part of my application for employment. I release all parties from all liability for any damage that may result from furnishing information, including this disclosure of my date of birth and this authorization to the Diocese and/or Fidelitec, LLC.

I authorize that a photocopy or fax of this authorization be accepted with the same authority as the original, and that this authorization be ineffect throughout my candidacy for employment and, if employed by the Diocese, this authorization remain in effect throughout my employment.

Job Title:	
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Motor Vehicle Records Check Required - Enter Driver License Number

Driver's License No:		State:	
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Credit Check

Required	SSN:
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***Type or Print Clearly Full Legal Name**

(Full) First Name	Middle Name (Do not use initial)	Last Name	Date of Birth MM/DD/YYYY

Street Address	City	State	Zip

Employee Signature

Date

Name and Location of Parish/School Requesting Background Check

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Background Investigation Authorization

For Volunteers

I authorize the Roman Catholic Diocese of Madison ("the Diocese") and/or Fidelitec, LLC, to investigate all statements contained in my application for volunteer service and retrieve information relating to my past activities for purposes of such investigation from all relevant individuals and organizations, including but not limited to personnel, government agencies, companies, law enforcement agencies, and consumer reporting agencies, to supply any and all information concerning my background, and release the same from any liability resulting from providing such information. The information received may include, but is not limited to, employment, residential, motor vehicle, consumer credit when credit checks are required, and criminal records. I understand that I have the right to request additional information about these inquiries and any subsequent reference reports. This additional information will be provided to me upon written request to Fidelitec, LLC, 245 Horizon Drive, Suite 107, Verona, WI 53593.

I hereby certify that all the statements and answers contained in my application for volunteer service and on this form are true and complete to the best of my knowledge, and I understand that any false statements and/or answers or omissions of information contained in my application and on this form will be sufficient cause for cancellation of my consideration for volunteer service, or dismissal if I have already begun service. I understand that by furnishing my birth date below, the Diocese and/or Fidelitec, LLC, are using that information for the sole purpose of verifying identification as part of the criminal records check, and the birth date is not part of my application for volunteer service. I release all parties from all liability for any damage that may result from furnishing information, including this disclosure of my date of birth and this authorization to the Diocese and/or Fidelitec, LLC. **I authorize that a photocopy or fax of this authorization be accepted with the same authority as the original, and that this authorization be in effect throughout my service as a volunteer.**

Volunteer Activity:	
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Motor Vehicle Records Check Required - Enter Driver License Number

Driver's License No:		State:	
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Credit Check

Required	SSN:
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***Type or Print Clearly Full Legal Name**

(Full) First Name	Middle Name (Do not us initial)	Last Name	Date of Birth MM/DD/YYYY

Street Address	City	State	Zip

Signature of Volunteer

Date

Signature of Safe Environment Coordinator

Date

Name and Location of Parish/School Requesting Background Check

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Autorización de investigación de antecedentes para voluntarios

Autorizo a la Diócesis Católica Romana de Madison ("la Diócesis") y/o a Fidelitec, LLC para que investiguen todas las declaraciones contenidas en mi solicitud de servicio voluntario y para que obtengan información relacionada con mis actividades previas para los propósitos de dicha investigación de todos los individuos y organizaciones relevantes, incluyendo pero no limitándose a personal, agencias del gobierno, empresas, agencias de aplicación de la ley y agencias de informes del consumidor, para que proporcionen cualquier y toda la información que concierne a mi investigación, y libero a los mismos de cualquier responsabilidad derivada de proporcionar dicha información. La información recibida puede incluir pero no se limita a información de empleo, residencia, conducción, crédito del consumidor cuando se requieren comprobaciones del crédito, y antecedentes criminales. Entiendo que tengo el derecho de requerir información adicional sobre estas investigaciones y sobre cualquier informe de referencia consiguiente. Esta información adicional se me proporcionará previa petición por escrito a Fidelitec, LLC, 245 Horizon Drive, Suite 107, Madison, WI 53593.

Por la presente certifico que todas las declaraciones y respuestas contenidas en mi solicitud de servicio voluntario y en este formulario son verdaderas y completas según mi entender, y entiendo que cualquier declaración y/o respuesta falsa o cualquier omisión de información contenida en mi solicitud y en este formulario serán causa suficiente para la cancelación de mi consideración para servicio voluntario o para mi despido si ya he comenzado mi servicio. Entiendo que al proporcionar mi fecha de nacimiento más abajo la Diócesis y/o Fidelitec, LLC están usando dicha información para el solo propósito de verificar mi identificación como parte de la comprobación de antecedentes criminales, y la fecha de nacimiento no es parte de mi solicitud de servicio voluntario. Libero a todas las partes de toda responsabilidad por cualquier daño que pueda resultar de proporcionar información, incluyendo esta revelación de mi fecha de nacimiento y esta autorización, a la Diócesis y/o a Fidelitec, LLC. ***Doyle mi autorización para que una fotocopia o fax de esta autorización sea aceptada con la misma autoridad que el original, y para que esta autorización esté en efecto a lo largo de mi servicio como voluntario.***

Actividad del voluntario:	
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Se requiere comprobación de historial de conducción – Introduzca el número de la licencia de manejar

Nº de licencia de manejar:		Estado:	
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Comprobación de crédito

Se Requiere Número Seguro Social:	
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Escriba a máquina o con letra de imprenta el nombre legal completo
(Nombre, Segundo nombre, Apellido)

Fecha de nacimiento
MM/DD/AAAA

Domicilio	Ciudad	Estado	Código postal

Firma del voluntario

Fecha

Firma del Coordinador de Ambiente Seguro

Fecha

Nombre y localización de la parroquia/escuela que requiere la comprobación de antecedentes

Statement of Receipt and Agreement

*By signing this statement, I acknowledge that I have received the document **A Safe Environment for All: Diocese of Madison Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment** issued in 2003 and the document **Diocese of Madison Code of Pastoral Conduct**. I have been given the opportunity to read and ask questions about the policy and the code.*

Further, by signing this statement, I agree to abide by all the provisions contained in both documents. I understand that this agreement is required for me to serve in any capacity of ministry, or to be employed by or volunteer for the Diocese of Madison, its parishes, schools, institutions, offices, or programs.

I understand that failure to comply with the policy and the code subjects me to the responses outlined therein, including termination.

*I hereby acknowledge receipt of the **Diocese of Madison Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment** and the **Diocese of Madison Code of Pastoral Conduct**. I agree to abide by the provisions of both.*

Date

Name of Individual *(Please Print)*

Signature of Individual

Name of Witness *(Please Print)*

Signature of witness

Name of Parish or Institution *(Please Print)*

City

Return completed Statement of Receipt and Agreement to:
Office of Safe Environment
Attn: Valerie
Diocese of Madison
PO Box 44983
Madison, WI 53744-4983

Declaración de Haberla Recibido y Estar de Acuerdo

El siguiente es el texto de la "Declaración de Recibo y Acuerdo" por la cual los empleados (as) laicos y aquéllos utilizados como voluntarios (as) firmarán. Hay declaraciones familiares para ser firmados por los sacerdotes y diáconos, religiosos (as), y aquéllos que están aplicando por el patrocinio diocesano como seminaristas o para el programa de formación de diáconos permanentes, por lo cual reconocen es estado particular en la Iglesia de esos individuos.

Al firmar esta declaración, yo reconozco que he recibido este documento. *Un ambiente seguro para Todos: Póliza en Referencia al Abuso de Menores de Edad, Mala Conducta Sexual y Hostigamiento Sexual* editada en el 2003 y el documento *El Código de Conducta Pastoral de la Diócesis de Madison*. Se me ha dado la oportunidad de leerla y hacer preguntas acerca de la póliza y el código.

Por lo tanto, al firmar ésta declaración, yo estoy de acuerdo de guardar todas las provisiones contenidas en ambos documentos. Yo entiendo que este acuerdo es requisito para mi servicio en cualquier capacidad de ministerio, o para ser empleado o utilizado como voluntario (a) de la Diócesis de Madison, sus parroquias, escuelas, instituciones, oficinas o programas.

Yo entiendo que la falta de obedecer con la póliza y el código me sujetan a las respuestas descritas dentro, incluyendo mi despido.

Por este medio reconozco haber recibido la **Póliza en Referencia al Abuso Sexual de Menores de Edad, Mala Conducta Sexual y Hostigamiento Sexual de la Diócesis de Madison y el Código de Conducta Pastoral de la Diócesis de Madison**. Yo estoy de acuerdo de guardar las provisiones de ambos.

Fecha

Nombre

Firma

Nombre del Testigo

Firma del Testigo

Nombre de Parroquia

Ciudad

Regrese la Declaracion completa del Recibo y Acuerdo a:

Office of Safe Environment
Attn: Valerie
Diocese of Madison
PO Box 44983
Madison, WI 53744-4983

1) Go to www.madisondiocese.org
2) Click on office of Safe Environment Icon



Diocese of Madison

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July 21, 2008

Diocesan Flood Disaster Assessment and Update
~ Blog ~

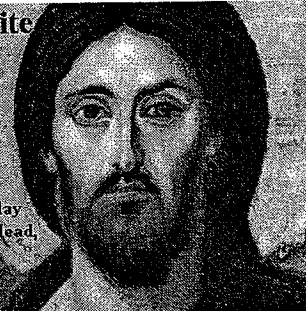


Welcome to the Official Website for the Diocese of Madison

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We serve to ensure that all individuals throughout the 11 county diocese are graciously invited everyday to meet the person of Jesus Christ, risen from the dead, face to face and to be changed by Him.

May God bless you all! Praised be Jesus Christ!



Diocesan Women's Retreat
Friday, 8/22, - Saturday, 8/23
Bishop O'Connor Center
Madison
(Click here for more info / register)

Latest from the Diocese

****NEW****

Diocese of Madison Disaster Response Information

Diocese continues to comply with city summons

More than 100 youthful pilgrims to attend World Youth Day activities with Pope Benedict XVI in Sydney, Australia

Parish Cemetery Workshops offered July 29th & 30th

New FOREM Courses offered August 11-14, 2008

From the Diocese, regarding the recently publicized lawsuit :

We simply ask that you pray for everyone involved in the recent lawsuit filed against the diocese and that you withhold judgment in this, and every incident, where not all the facts are known to everyone. As a diocese, let us also pray together for a fair and just resolution to this and all legal disputes. **Msgr. Kevin Holmes' Homily from 6/22/08**



Chancery Bulletin Online

Click here

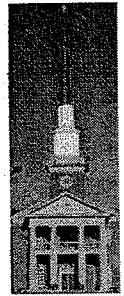
Catholic Herald highlight

Diocese responds to flood victims: Catholic Charities experts lend a hand
MADISON -- Two experts from Catholic Charities USA are visiting the Diocese of Madison to work with the diocesan Disaster Response Committee to assess and address the needs of many suffering from the effects of recent floods.

Diocese answers charges made in lawsuit
MADISON -- The Diocese of Madison has answered the charges made in a lawsuit filed June 6 in the Circuit Court of Dane County by Phoenix Fundraising Counsel, LTD, a firm retained by the diocese to conduct a "Feasibility Study" to help determine the ways and means of funding various diocesan projects, including the building of a cathedral to replace St. Raphael Cathedral, which was destroyed by an arson fire in 2005.

Apostolate to hold day in Dells
WISCONSIN DELLS -- The Summer Day for the Handicapped will be held in Wisconsin Dells again this year on Friday, Aug. 22, at the Tommy Bartlett Water Show site.

Dig deep to help flood victims
By Mary C. Uhler. The flood disasters in Wisconsin couldn't have come at a worse time. Our economy is in bad shape. Gas and food prices continue to soar. Jobs are being cut."



Bishop O'Connor Catholic Pastoral Center Retreat and Rental Facility

Click here for more information



Check what's happening *live*.



Cathedral Camera



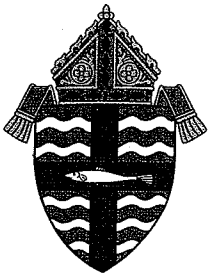
Recent photo from the Catholic Herald
Click on photo for most current issue



Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do Thou, O Prince of the Heavenly Host - by the Power of God - cast into hell, satan and all the evil spirits, who prowl about the world seeking the ruin of souls.

Upcoming Events

- Sun 7/20 Papal Mass in Sydney w Pope Benedict XVI
- Mon 7/21 Bishop Morlino's Closing Mass in Australia
- Sat 7/26 Fr Tad Pacholczyk on Stem Cell Research in Milwaukee
- Sun 8/3 Schoenstadt Family Picnic
- Fri 8/8 Serra Club Tailgate Party @ Miller Park
- Sun 8/17 Diocesan Family Picnic



DIOCESE OF MADISON
BISHOP O'CONNOR CATHOLIC PASTORAL CENTER

702 South High Point Road
P.O. Box 44983
Madison, WI 53744-4983

Office of Safe Environment
608/821-3133
Fax: 608/821-3013

To: Pastors & Safe Environment Staff
From: Safe Environment Office
Re: Scouting Units

Thanks again for your on-going commitment to insure that the young people of our diocese are safe and secure in our parish communities. As the 2007/2008 audit grows near for the Office of Safe Environment we have received several phone calls from parishes regarding the diocesan policy relating to scouting and other youth organizations that use the parish name or meet on church property.

According to the Charter for the Protection of Children and Young People issued by the United States Conference of Catholic Bishops and consistent with the *Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment* promulgated by Bishop Morlino, all volunteers who work with children need the following:

1. To attend the Virtus "Protecting God's Children" Adults Awareness Session;
2. To complete a criminal background check through the Diocese of Madison;
3. To complete a drivers license background check if they will be transporting children;
4. Finally, to return a signed Statement of "Receipt and Agreement" for the *Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct and Sexual Harassment*.

These provisions apply to all scout leaders and volunteers functioning in your parish or using your parish facilities. They also apply if the organization incorporates the parish name into their organization name, such as in "St. John the Evangelist" Boy Scout Troup.

Volunteers with the scouting program need to comply with all of the safe environment measures set by the Diocese of Madison just as volunteers who work in parish schools or religious education programs need to comply.

Scouting volunteers who have completed training and background checks from their Wisconsin Chartered Organization do not meet the requirements set by the Diocese of Madison.

The simple truth is that while a formal program for scout leaders exists within the State Chartered Organization there is not the appropriate oversight provided that insures that all adult volunteers have undergone a criminal background check and the appropriate training.

I hope this memo clarifies any of the confusion regarding scouting programs or other youth programs that use parish facilities.

If you have any questions or concerns regarding this issue, please feel free to contact The Office of Safe Environment at (608) 821-3133.

God Bless you in your work,

Cheryl Splinter
Administrator for the Office of Safe Environment