

## Compliance With Diocese of Madison Safe Environment Policies

Dear Youth Ministry Volunteer,

Thank you for your help! This event has proven an outstanding opportunity for young people to meet Jesus Christ in a life-changing way. To help us more effectively administer the process of insuring a safe environment for our young people, we ask that every YOUTH 2000 retreat volunteer fill out this form. Depending on your role with the YOUTH 2000 retreat and other youth ministry efforts, you may need to complete additional documents, as listed below.

*The Staff of the Office of Evangelization & Catechesis*

---

### What You Need:

1) All adults who work directly or regularly with youth, or who have a special supervisory role (this includes youth ministry staff, volunteers who build relationships with youth or who help out for more than a single event, workshop leaders, and anybody chaperoning overnight or working with overnight security)

- VIRTUS Video Training (Protecting God's Children For Adults)
- Statement of Receipt and Agreement (SRA)
- Background Check Authorization Form (**NOTE: Background checks take at least two weeks to complete. DO NOT WAIT UNTIL THE LAST MINUTE!! This form needs to be signed by your parish safe environment coordinator**)

2) Adults helping only with this YOUTH 2000 event and not chaperoning overnight (including daytime security, set-up, clean-up, music, snack preparation, etc.).

- Statement of Receipt and Agreement (SRA)

3) Adults from outside of the Diocese of Madison - Please submit a letter from your diocesan Safe Environment Office confirming that you are in compliance with your diocesan requirements.

I have completed:

- \_\_\_\_\_ I don't remember, please check my record and contact me if I need anything
- \_\_\_\_\_ VIRTUS Video Training (Protecting God's Children For Adults)
- \_\_\_\_\_ Statement of Receipt and Agreement (SRA)
- \_\_\_\_\_ Background Check
- \_\_\_\_\_ I am from outside the Diocese of Madison and have attached a letter from my diocesan Safe Environment Office.

Name: \_\_\_\_\_

Other name(s) you may be listed under (to help us find you in the Safe Environment database): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Parish or School and Location \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office of Safe Environment Use Only:

Information provided matches Safe Environment Database (initials) \_\_\_\_\_

If not, what's missing? \_\_\_\_\_

This form, directions on how to register for a VIRTUS training, the Statement of Receipt and Agreement form (SRA) and Background Check Authorization Form for Volunteers are available online at [www.madisondiocese.org/youth](http://www.madisondiocese.org/youth)  
For questions please contact the Office of Evangelization & Catechesis at (608)821-3160.