

March 3, 2010

To: Safe Environment Staff  
From: Cheryl Splinter  
Date: March 3, 2010

Looking out the window one might interpret the nice weather as a positive sign of an early spring. As we edge toward our hopefully early spring, we anticipate warm weather, green grass, and blossoming flowers. As the office of Safe Environment approaches spring, we look forward to receiving forms from parishes that will ensure a positive outcome for our spring 2009-2010 audit. With the upcoming audit in mind, I would like to remind parishes of two important forms that need to be completed and sent to our office:

#### Children's Curriculum Form

The week of November 1-7, 2009 was proclaimed by Bishop Morlino as Safe Environment Education week for Children throughout the Diocese of Madison. Every diocesan school and parish religious educational program was required to provide learning opportunities for their students regarding the safe environment lessons that are found in the program "Valuing God's Gifts in Ourselves and Others". To date, most of the parishes in the diocese have completed the lessons and have sent in their report forms. However, there are still some parishes that need to collect the required information and send it to our office. If you're one of those parishes and have not contacted our office with an explanation on why the forms haven't been turned in, please call our office or send the required information as soon as possible.

#### Compliance Details Report

The Compliance Details Report was sent to your parish on February 3, 2010 and requested back with corrections to our office by March 1<sup>st</sup>. Please return the report as soon as possible, so we have time to enter all the information into our database before the audit this spring. As you look over your report, pay close attention to all individuals "in process". A computer generated question mark means that this individual may be missing one or all of the following information: (SRA) Statement of Receipt and Agreement, (BC) Background Check, (DC) Drivers Check, (CC) Credit Check or the Virtus training.

Every question mark must be resolved to be in compliance. The Compliance Details Report shows parish members who are either eligible to volunteer or are able to volunteer, but are in the grace period to receive their Virtus training. If a person is not on the report, that means they can not volunteer until they meet the requirements for the volunteer position. When a person becomes inactive, the information you send us on the potential volunteer is saved within our database. Once the inactive person becomes in compliance with their volunteer position, we will make them active in our database as a potential volunteer.

Our office has planned a Facilitator Training for Wednesday, March 17, 2010. It will be held here at the O'Connor Center from 1pm – 5 pm. Please note that this training is for all new Principles, DRE's, CRE's, ARE's, Youth Ministers, and Directors of Day Care, as well as those who have been in their position but have not attended this training in the past. The session will be posted on the Virtus Website so everyone can register ahead of time.

Remember to check the Safe Environment Webpage on a regular basis to receive all the new bulletins and updates. May 25<sup>th</sup> is National Missing Children's Day. Check our webpage for information on the Take 25 Campaign. Get involved and support this wonderful organization by encouraging parents, guardians, law enforcement, and other community members to spend 25 minutes on May 25<sup>th</sup> talking to children about personal safety.

I would like to thank you for your dedication and unending patience in collecting the required information and filling out forms for the Safe Environment Office. If you have any questions or need guidance with our Safe Environment program, email us at [ose@straphael.org](mailto:ose@straphael.org) or call us at (608) 821-3133.

Have a prayerful and holy Lenten season.

Sincerely,

Cheryl R. Splinter  
Director of the Office of Safe Environment