

**Safe Environment
Parish Responsibilities:
CHECKLIST**

Parish: _____

By Fall* of Each Year:

_____ **Schedule training of volunteers working with Youth and Children**

_____ **Review Code of Conduct and Sexual Misconduct Policies**

_____ **Collect signed Volunteer Code of Conduct and maintain file**

_____ **Request Background Checks for New Volunteers**

***This does not mean that you should wait until fall for either the training or background checks. If you have new volunteers throughout the year, they should be trained and checked at the time they begin volunteering.**

When requested, provide the following data to the Chancellor's Office of the Archdiocese (see contact info below):

_____ **Number of children attending religious education (or school, if appropriate)**

_____ **Kindergarten**

_____ **1-8**

_____ **9-12**

_____ **Number of Volunteers working with Youth and Children**

_____ **Children k-6 or k-8 (please specify)**

_____ **Youth 7-12 or 9-12 (please specify)**

_____ **Number of Parent training sessions offered between October 1 and September 30th:**

_____ **Estimate number in attendance**

_____ **Estimate number of parents who are volunteers (who might have already received training)**

Please list the number of employees in your parish.

_____ **employees**

The attached sheet should be used for each training session for students, teachers, volunteers, and parents. These should also be sent to the Archdiocese. Maintain a copy of all paperwork in case there are questions.

Send all paperwork and requests for background checks to:

**Human Resources
225 Cordova Street
Anchorage, AK 99501**

**fax: 272-7370
phone 297-7744 (Mary Beth)
297-7745 (Reba)**