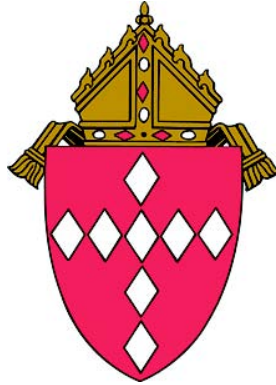


SAFE ENVIRONMENT ANNUAL REPORT 2011



Diocese of Raleigh



**Return completed form to the Chancery by July 30, 2011.
If you have any questions, call 1-866-535-7233 or email safe@raldioc.org**

Deanery

Safe Environment Team Leader Signature

Parish

Pastor Signature

City

Pastoral Administrator Signature

Please return completed (4 pages) to the Diocesan Office of Child and Youth Protection no later than July 30, 2011.
Any questions? Call 1-866-535-7233 or email safe@raldioc.org

DIOCESE OF RALEIGH
Safe Environment Annual Report July 1, 2010 – June 30, 2011

Parish Name: _____
Deanery: _____
 Parish City: _____
 Pastor: _____
 Safe Environment Team Leader: _____
 Team Leader Phone Number: _____ E-mail: _____

Number of “Recognizing and Reporting” training sessions completed between July 1, 2010 and June 30, 2011 _____.

Please note – it is possible for a person to be represented in more than one category (a parent may also be an employee). The categories below match the National Audit from the United States Conference of Catholic Bishops

	Parents	Children and youth	Volunteers	Employees	Clergy	Vowed religious	
NUMBER of people trained		This data is collected in a separate report in September					

In the blank below please put the total number of people trained. This number will not reflect the “double counting” that may be present above.

Total number of people trained July 1, 2010 and June 30, 2011 _____.

Please list those who served as your presenters for the sessions above

Please list the names of any clinicians who were present to support the session.

Which visuals did you use for your presentation? (all presentations need a visual component)

_____ Overheads _____ Powerpoint _____ Spanish Video _____ Hand-outs
 _____ Other video or resource (please list resource title _____)

If you did not use any of the above, what did you use?

Ministry site volunteer data for July 1, 2010 – June 30, 2011

What is the number of volunteers identified as Level A _____ (approx.)

What is the number of volunteers identified as Level B _____

What is the number of volunteers identified as Level C _____

Please attach a separate sheet containing ideas for improvements to the safe environment efforts of our Diocese. You are also encouraged to share success stories from your parish safe environment efforts. Please check this box if you have attached an extra sheet.

Please list below the dates and times of all Recognizing and Reporting Training Sessions you have **scheduled for 2011-2012**. If you have already sent in these dates and they are posted on the web calendar, please check this box.

Date _____ time _____ place _____

Lead Presenter(s) _____

Clinician present _____ Clinician phone # _____

Date _____ time _____ place _____

Lead Presenter(s) _____

Clinician present _____ Clinician phone # _____

Check this box if you have attached a list of training dates because the space above was not sufficient.

(REMINDER: Upon completion of each session, please issue certificates to your participants. Please send the signed post tests and the training session sign in sheet to the Office of Child and Youth Protection. These will be added to your parish file)

Please list the safe environment trainers in your parish.
(If more space is needed, please attach an extra page.)

Name	email	Spanish speaking (yes/no)

Please return completed (4 pages) to the Diocesan Office of Child and Youth Protection no later than July 30, 2011. Any questions? Call 1-866-535-7233 or email safe@raldioc.org

Safe Environment Team Membership Change Form

Use this form to notify the Director of the Program for Child and Youth Protection of any changes to the Safe Environment Team.

Parish Name: _____
Deanery: _____
 Parish City: _____
 Pastor: _____
 Phone Number: _____
 E-mail: _____

Please add the following ministry site(s) to this Safe Environment Team

Site Name: _____ Site City: _____ Phone #: _____

Please remove the following ministry site(s) from this Safe Environment Team

Site Name: _____ Site City: _____ Phone #: _____

Please make the following changes to the Safe Environment Team:

Remove the following names:

Name: _____
 Ministry Site (if other than primary site): _____

Name: _____
 Ministry Site (if other than primary site): _____

Add the following name(s):

Lead Contact for Safe Environment Team

Name: _____
 Address: _____ City: _____ ZIP: _____
 Phone: _____ E-mail: _____
 Employee/volunteer: _____ Title or role: _____
 Ministry Site (if other than primary site): _____

Members of the Safe Environment Team

Name: _____
 Address: _____ City: _____ ZIP: _____
 Phone: _____ E-mail: _____
 Employee/volunteer: _____ Title or role: _____
 Ministry Site (if other than primary site): _____

Name: _____
 Address: _____ City: _____ ZIP: _____
 Phone: _____ E-mail: _____
 Employee/volunteer: _____ Title or role: _____
 Ministry Site (if other than primary site): _____