

# 2023-24 Diocese of La Crosse Protect and Heal – Annual Training Report

The Diocesan Protect and Heal Program mandates that as a condition of any employee or volunteer, the following must be completed:

- A current background check (renewed every three years).
- Complete Annual Training at a parish, school or online (annually between July 1 & June 30.)
- Complete or update the Annual Verification and Confidential Employee Questionnaire annually.

## THIS FORM SHALL BE COMPLETED AND RETURNED BY MARCH 1, 2024

Parish Name: \_\_\_\_\_ City: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Signature: \_\_\_\_\_

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

	<u>Total Number</u>	<u>Date of Training</u>
<b>Paid Staff:</b> (anyone paid by the parish: Janitor, Secretary, Organist etc.)	_____	_____
<b>Volunteers who have contact with minors</b> (Age 16 and older)	_____	_____
<b>Children attending Religious Ed Classes or any Youth Ministry Event</b>	_____	_____
<b>Number of Children <u>NOT</u> Safe Environment trained in 2023-24</b>	_____	_____
<b>Number of Parents of the Children</b> (not number of families, include step-parents)	_____	_____

## A COPY OF THE FOLLOWING MUST BE INCLUDED WITH THE REPORT:

1. List of all Paid Staff (include full names and training dates).
2. List of all Volunteers (include full names and training dates).
3. List off children attending Religious Ed Classes for Youth Events (include attachments if any).
4. Completed declination form for any student not Safe Environment Trained.
5. List of parents. Parents are counted once regardless of the number of children in a program.
6. 2 Bulletins showing the Safe Environment Notice.

### For the Pastor - Parochial Administrator:

I certify that for the audit period of July 1, 2023 to June 30, 2024 all paid staff, volunteers, children and parents have been provided and/or offered all Protect and Heal training and screening materials and have complied with the Diocese of La Crosse Protect and Heal training and screening requirements.

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Pastors Printed Name

Pastors Signature

Date

