



Roman Catholic Diocese of Springfield Cape-Girardeau Parish Report of Completion 2016-17

Parish/Mission _____ City _____

- 1) We present 2 short lessons each school year to ensure that all children receive the training at least one time and to help the children retain the information. The number of children who received the training at least one time should be reported in the column **# of Children Trained**. Our goal is to offer the training on a date when all children are present.
- 2) If a child was enrolled in your program and was absent for **both** trainings, report that in the **# Absent** column.
- 3) If the parents refuse to have the material presented to their children, an **"OPT OUT"** form must be filled out and signed by parents and turned in with this form. The number of children opting out should be reported in **# Opting out**. Parents who opt out must first speak to the pastor about their reasons for opting out.

Check the appropriate box(es), if applicable to your parish for the 2016-17 school year:

NO elementary program NO Reconciliation/Eucharist program NO High School program NO Confirmation

Virtus Lesson 1 (copyright 2004-2015) part 1 and 2:

Total # of Children Enrolled as of Feb. 1, 2017	# of Children Trained	# Opting out	# Absent

(number trained + number opting out + number absent = Total # of children enrolled)

Name of Person filling out form (please print): _____

Position: (Please print) _____

Complete information below AND send your list of employees and volunteers, using template provided, by email.

I certify that all employees regardless of job description, as well as all volunteers who have regular contact with minors, have:

- 1) Received and signed the 2016-17 Code of Conduct (Appendix A1) either through their Virtus account online or with a paper copy. Paper copies are forwarded to the diocese.
- 2) Completed the Background Disclosure and Authorization (Appendix B2), and this form was faxed to: 888-820-6032, and the original has been filed permanently.
- 3) Attended the Virtus® Protecting God's Children for Adults training.

I certify that the parish/mission has received and implemented the *Virtus: Touching Safety Program* ® for the 2016-2017 school year for all children, Kindergarten through 12th grade, enrolled in the parish religious education program. In addition, parent education was offered at the parish.

DRE/CRE (Please print): _____ Pastor (Please print): _____

DRE/CRE Signature: _____ Pastor Signature: _____

Date: _____ Date: _____

Notes: