



Archdiocese of Hartford
 Office of Safe Environment
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 Bloomfield, CT 06002

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Safe Environment Compliance Form For Off Site Events Involving Minors or Vulnerable Adults

(This form applies to any parish, office of the HRCDC, or mission of any Archdiocesan entity that is sponsoring or participating in an off-site activity that involves minors or vulnerable adults)

All personnel (chaperones and adults (including the group leader), employees or volunteers) attending or participating in _____ must be in compliance with the
(Name, Location, and Date of Event)

Archdiocese of Hartford’s Safe Environment Policies and Procedures for the Protection of Children and Youth. Therefore all personnel must have a cleared background check and must have attended an approved sexual abuse awareness training or they will not be allowed to attend the event.

Parish Name: _____ Town: _____

Group Leader: _____ Email: _____

Office phone: _____ Cell phone: _____ Fax: _____

Please print clearly below the name of each adult, including clergy, who will be attending with your parish group. *Please do not fill in the (), this is for OSE use only.*

1. _____()() 5. _____()() 9. _____()()
2. _____()() 6. _____()() 10. _____()()
3. _____()() 7. _____()() 11. _____()()
4. _____()() 8. _____()() 12. _____()()

This completed form must be forwarded (mail, fax, or email) to the Office of Safe Environment (OSE) no later than **two weeks** before the event is to occur. The Office will review the individuals listed, and only those that are in compliance will be approved. Once the OSE has confirmed that the individuals who are listed are in compliance, this form will be approved and returned to the group leader and a copy will remain on record in the Office of Safe Environment.

All students should be made aware of all acceptable behavior while attending the above stated event. **All aspects of this event must be in compliance with the Office of Safe Environment Handbook.**

Thank you for your cooperation as we continue with our “Promise to Protect, Pledge to Heal”

All Chaperones in Compliance _____
 (date)

Kathleen D. Nowosadko, Director of Safe Environment