



**Office of Safe Environment**

April 3, 2020

Dear School Principal/Administrator,

As we enter into Holy Week, I want to thank you for your ongoing commitment in helping us protect our children, youth and individuals at risk. It is only by our combined efforts throughout every entity of the diocese, that we will be able to raise the bar higher for perpetrators to climb and lower the incidences of abuse. Thank you for ensuring that all who are employed at your school and those who volunteer with our children, youth and individuals at risk are VIRTUS trained and have an approved Diocese of Green Bay background check.

In fulfilling the mandate by the USCCB *Charter for the Protection of Children and Young People*, we are required to annually account for every employee and every volunteer ministering with our children and youth in our diocese. Yearly, we are required to submit data that shows these individuals have an approved background check and have received safe environment training (VIRTUS in our diocese).

Thus, it is once again time for the **Annual Safe Environment Survey** for all parishes and schools. Your designated LoSEC will receive the Annual Safe Environment Survey link April 17, 2020. I am asking you to please ensure your LoSEC gathers the proper data and completes the Survey online by **Friday, May 15, 2020**. We are asking that you, as School Principal/Administrator, sign the Survey acknowledging that you have reviewed the information provided and the data is accurate to the best of your knowledge. This year we are also requiring each school to send in an accompanying spreadsheet that lists the names of the employees and volunteers reflected in the survey data. Please contact me with any questions.

I am grateful for all you do to help us protect **all** of God's children.

Blessings,

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