



DIOCESE OF EVANSVILLE
SAFE ENVIRONMENT

YOUTH PROTECTION COORDINATOR ANNUAL AUDIT CHECKLIST

INSTRUCTIONS: Youth protection coordinator(s) are to complete this form for the current audit year during the months of May or June and submit to the Safe Environment Coordinator via scan/email no later than June 30.

SECTION I: LOCATION INFORMATION

Parish/School Name: _____

Person completing this document: _____

Date Completing this Document: _____

BEFORE COMPLETING THIS FORM, PLEASE NOTE:

If there are adults at your location who are not up to date on their safe environment annual training or their criminal background check (every 5 years), please explain in the comments below. Inactive adults should be archived. Adults with expired CMG accounts should be notified that they cannot volunteer until their account is up to date.

- Total number of Adults at my location who interact with youth (including clergy, employees, teachers, catechists, volunteers): _____
- Total number who are up to date with Safe Environment Training Modules (annual): _____
- Total number who are up to date with criminal background check (every 5 years): _____

COMMENTS: _____



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SAFE ENVIRONMENT EDUCATION FOR YOUTH (Circle of Grace)

1. Total number of youth eligible for safe environment educ. is: _____
2. Total number educated: _____
3. Total number absent from education: _____
4. Information was sent home to parents of those Absent and Opt Out: _____
5. Total number whose parents opted child out of education: _____
6. Opt-Out form (or Opt-Out Refusal form) scanned and emailed to SEC: _____
7. Youth Education information is current in CMG: _____

REPORT AND INFORM POLICY AWARENESS:

- Report and Inform Policy is posted in a public location in the school: _____
- Report and Inform Policy is posted in a public location in the church: _____
- Report and Inform Policy is posted in a public location in the parish office: _____
- Report and Inform Policy placed in bulletins Quarterly (and copy emailed to Safe Environment Coordinator, egirten@evdio.org): _____
- Report and Inform sent home to student parents in Fall and Spring (and copy emailed to Safe Environment Coordinator, egirten@evdio.org): _____

Adults who have requested additional information regarding Safe Environment have had their questions answered or have been referred to the Safe Environment Coordinator for more information: _____

YPC/Site Admin Signature: _____

SE-1-2025