



Catholic Diocese of Phoenix

Safe Environment Outside Organization Compliance Form

Ministries, support groups, community groups and other outside organizations purposes and activities are consistent with the mission and teachings of the Catholic Church may be permitted to use Church property from time to time in the discretion of the Diocesan location. As part of the mission to provide a safe and secure environment, all such outside organizations who come into contact or interact in any way with minors or who host events weekly or at least 5 times per month at a diocesan location must meet Diocesan Safe Environment guidelines. All organization leaders who will be on premises during hosted events/meetings must provide information regarding themselves and their organization by completing this Compliance Form.

OUTSIDE ORGANIZATION INFORMATION:				
Name of Organization				
Type of Organization and Place of Domicile				
Type of service provided by Organization				
Reason Organization is meeting on diocesan premises				
Name(s) and city(ies) of parish(es), school(s) or diocesan institution(s) where you serve as a leader for your organization.				
Activities will your organization is engaged in at said parish(es), school(s) or diocesan institution(s)?				
How often will organization use the parish(es), school(s) or diocesan institution(s) facility (e.g., 1 hour/week; 2 hours/6 times per month)?				
LEADERSHIP INFORMATION				
Legal First Name	Legal Last Name	Middle Initial	Date of Birth	
Home Street Address	City	State	Zip	<input type="checkbox"/> Male <input type="checkbox"/> Female
Length at address _____ Years _____ Months If you have resided at this location less than 3 years list previous address(es) below.				
Most Recent Previous Address		City	State	Zip
Additional Previous Address		City	State	Zip
Home Phone Number	Cell Phone Number	Organization Position/Title		
E-mail Address				

REFERENCES FOR LEADERSHIP PERSON

(A minimum of three required. If residing in Diocese of Phoenix less than three years two of the references must be from previous location.)

Reference Name (Professional)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Professional)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Personal / Non-Family Member)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Personal/Family Member)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Personal/Family Member)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND CHECK INFORMATION FOR LEADERSHIP PERSON

Have you changed your last name in the past 5 years? Yes No
 If yes, was name change due to a marriage/divorce? Yes No
 If yes, what was your previous last name? _____

Have you, or to your knowledge, has any member of your organization that will be at a diocesan location ever been arrested for, charged with, convicted of or admitted to physically, sexually, or emotionally abusing or assaulting a child or an adult?
 Yes No If yes, explain _____

Have you, or any member of your organization that will be at a diocesan location, ever been arrested for, charged with, convicted of or admitted to a misdemeanor or felony? Yes No
 If yes, please list the offense, date, jurisdiction and outcome. _____

Do you, or to your knowledge, does any member of your organization have any outstanding warrants, either in Arizona or in any other state? Yes No
 If yes, list reason for warrant. _____

Do you, or does any member of your organization that will be at a diocesan location, have anyone living in your/their home that is a registered sex offender, been accused of or is awaiting trial for a criminal offense against a child?
 Yes No
 If yes, explain. _____

FOUNDATION SAFE ENVIRONMENT TRAINING CLASS FOR LEADERSHIP PERSON

Class Name _____ Date _____

Location of Class _____

DECLARATION / CERTIFICATION OF LEADERSHIP PERSON – Please read each statement and *initial* on the lines below (*Do not make check marks*).

(initials only)

_____ I understand that a background check may be conducted prior to and during my service. I authorize investigations of all statements contained in the Outside Organization Compliance Form.

(initials only)

_____ I understand that the Diocese of Phoenix *Policy and Procedures for the Protection of Minors* is available at www.safeenvironmenttraining.org. Our organization will ensure that all members that will be on a diocesan location will abide by said policy, and will be responsible for any violations by our members.

(initials only)

_____ I certify that all members of our organization will observe the Catholic Diocese of Phoenix rules and regulations while on the property of any Diocese of Phoenix location, and that all members of our organization will conduct themselves in a professional manner and will exhibit the respect and good behavior that is required in the presence of children and in sacred places.

(initials only)

_____ I certify that the organization will update this form as necessary, and at least annually. I further certify that all statements and information contained in this Compliance Form are true and that any misrepresentation or omission is cause for rejection of the organization to be on the property of a Diocese of Phoenix location. Furthermore, notwithstanding anything in any contract, lease or other agreement to the contrary, Organization agrees that any violation of the *Policy and Procedures for the Protection of Minors* is cause for the termination and/or cancellation of any contract, lease, or other agreement.

(initials only)

_____ By signing this Compliance Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the said organization, and that this Compliance Form is and shall be binding upon the Organization.

***** PLEASE SIGN BELOW AFTER YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS.**

Applicant Signature: _____ **Date:** _____

Parish/School Review

I verify applicant completed the initial training, Outside Organization Compliance Form and that each declaration statement has been initialed.

Name (Please Print): _____

Signature: _____ Date: _____

Office Use Only

- Interview Complete Yes No
- Reference Checks Complete (Minimum of Three) Yes No
- Grant permission to be on Diocesan premise(s) Yes No Yes With Listed Restriction(s)

Diocesan Safe Environment Requirements for Outside Organizations

Outside organizations who come into contact or interact in any way with minors or who host events/meetings weekly or at least 5 times per month at a diocesan location must meet the following guidelines:

1. Each leader(s) (permanent/temporary/replacement), who will be on the premises during hosted events/meetings must be in compliance with volunteer safe environment training requirements. This includes each leader(s) completing the following:
 - a. Annual safe environment training
 - b. Complete the Outside Organization Compliance Form (see Appendix XIII); update as applicable
 - c. Sign the *Code of Ethics* (Appendix IV)
 - d. Face-to-face interview conducted by diocesan contact
 - e. Reference check conducted by diocesan contact
2. Organization must submit name(s) and contact information of all leaders who will be on the premises during hosted events/meetings to diocesan location office
3. Organization leader(s) must agree to comply with the *Policy and Procedures for the Protection of Minors*