



Office of Safe Environment

CATHOLIC DIOCESE OF HONOLULU • ST. STEPHEN DIOCESAN CENTER
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February 1, 2017

Dear Pastors and Principals,

To ensure full compliance with the United States Conference of Catholic Bishops' (USCCB) *Charter for the Protection of Children and Young People*, the Diocese of Honolulu requires that all parishes and schools follow Safe Environment programs and procedures. An important aspect of the Safe Environment program is ensuring that all employees and volunteers who have ongoing, unsupervised contact with minors complete the Diocese's background screening and training on child abuse prevention and reporting.

By May 1st of each year, every parish and school is required to complete and submit two documents:

1. **Form SE-10:** Documentation for Safe Environment Representing Adults
2. **Form SE-22:** Documentation for Safe Environment Representing Children/Youth

The data entered on each form should represent Fiscal Year 2016-2017 (July 1, 2016 – June 30, 2017).

As a reminder, note the following changes that were made to the audit forms last year:

- **Form SE-10** – You do **NOT** need to indicate how many priests and deacons in your entity have completed safe environment background screening and training requirements; this information will be obtained directly from the Diocese of Honolulu's Office of Clergy.
- **Form SE-10 and Form SE-22** – You have the option to complete the form online if you wish; however, please note that a handwritten signature by the pastor and/or principal is still required.

Signed and completed forms may be submitted as follows:

- Scan and email to **kleandro@rcchawaii.org**
- **FAX** to (808) 261-7022 [Attention: Kristin Leandro]
- **Mail** to: Office of Safe Environment
6301 Pali Hwy.
Kaneohe, HI 96744
ATTN: Kristin Leandro

ALL reports are due no later than 4:00 p.m. **Monday, May 1, 2017.**

Many thanks to you and your staff for your support of the *Charter for the Protection of Children and Young People* and all you do to ensure the safety of children and youth.

Sincerely,

Kristin J. Leandro, LSW
Director