

**Diocese of Kalamazoo**  
**2010 – 2011**  
**SCHOOL REPORT**  
**Preliminary Audit Report Instructions**

The Preliminary Audit report refers to all personnel beginning July 1, 2010 to now.

Many of our employees are also volunteers; many of our volunteers have more than one position. PLEASE LIST PEOPLE ONLY ONCE.

As in the past, the schedules needs to be downloaded from the website, saved to your computer, data entered as required, and then **emailed** to Marjorie Haas at [mhaas@dioceseofkalamazoo.org](mailto:mhaas@dioceseofkalamazoo.org) when it has been completed. **Only reports submitted in this electronic format will be accepted.** This report is due **January 31, 2011.**

**Schedule A -- Employees (other than clergy, school teachers, principals, and coaches):**

Complete Schedule A with the names of all current employees whether full or part- time of the school that are not clergy, school teachers, principals, or coaches. As of January 1, 2008, Michigan State Law requires **ALL** school employees and coaches be fingerprinted. The results of the fingerprinting must be on file with the school and the Diocese of Kalamazoo. Please forward documentation to the Office of Safe Environment. Fingerprinting will be recorded in the VIRTUS database and placed on file with the Schools Superintendent.

For purposes of this report, employees are defined as “all people who receive a regular paycheck or stipend from the parish or school in return for work performed.” Include casual employees if they work more than one day a year. New employees are given three (3) months to attend a ***Protecting God’s Children*** training session, but must have a criminal background check prior to beginning work. An authorization form for a background check is to be filled out at the time of application.

**Schedule B -- ONLY School Teachers, Coaches, and Principals:** Complete Schedule B with the names of all current school teachers, principals, and coaches. All non-certified school personnel (teacher aides, librarians, bus drivers, custodians, food service, etc.) should be listed on Schedule A as employees.

Teachers in Diocese of Kalamazoo Catholic schools are required to be both VIRTUS trained and to follow the state laws dealing with background checks. As of January 1, 2008, Michigan State Law requires **ALL** school employees including coaches be fingerprinted prior to employment. The results of the fingerprinting must be on file with the school and the Diocese of Kalamazoo. Please forward documentation to the Office of Safe Environment. Fingerprinting will be recorded in the VIRTUS database and placed on file with the Schools Superintendent.

New hires are given three (3) months to attend a Protecting God’s Children training program.

**Coaches:** If your school has coaches please list them on Schedule B, whether they are paid or unpaid. List coach as “volunteer” or coach “paid” in the position column. Coaches should attend a VIRTUS training as soon as possible (prior to the beginning of the season).

**Schedule C -- Volunteers include all Catechists:** Complete Schedule C with the names of all current volunteers who work with children on a regular basis. Include those adults who volunteer for:

- Music/Drama volunteers,
- Chaperones,
- Parent Classroom Aides,
- Playground Monitors,
- Lunchroom/Cafeteria Volunteers
- Any other programs where adults interact with children.

(Suggestion: Look at your “Volunteer sign-in” logs to verify this list.)

**Schedule D - Students – Teaching Touching Safety Classes:** Complete Schedule D with the number of students by grade level in Diocese of Kalamazoo Catholic schools.

**NOTE:** Teaching Touching Safety Classes are required of all parishes and all schools every year. Two sessions are to be taught each academic year – one in the fall and one in the spring. This year most parishes and schools are due to offer Lesson 1 and Lesson 2 in the cycle. All catechists should have access to the lessons under the “Educator” tab on [www.virtus.org](http://www.virtus.org) after they sign in. Our diocesan goal: at least 80% attendance.

List the dates of each session held. If you have not held the training sessions yet, please list your anticipated dates.

**Schedule E -- Scouts:** Complete Schedule E with the name of all Boy Scout, Cub Scout, Girl Scout and Brownie leaders. If the parish/school sponsors the troop(s), they are required to be trained and to have a background check on file. This has been approved through the Scouting councils.

### **Schedule F -- Action Plan**

Complete schedule F with the names of all employees, volunteers, catechists, teachers and scouts who are not yet in compliance. The parish is to use this list to determine when the parish/school is in compliance. That information should be sent to the Safe Environment Office when the training and background check are complete.

**Email all forms by January 31, 2011 to Marjorie Haas at [mhaas@dioceseofkalamazoo.org](mailto:mhaas@dioceseofkalamazoo.org).**