

**POLICY REGARDING OUTSIDE VENDORS**  
**DIOCESE OF KALAMAZOO**

The Charter for the Protection of Children and Young People is providing us with many guidelines to create a safe environment in all our parishes. As we begin to implement those guidelines, we will be keeping you informed of the changes and sending you forms that will, hopefully, make it easy for you to comply with the Charter. I am aware of the increased paperwork and appreciate your willingness to handle it.

We are currently doing criminal background checks on our employees and volunteers. We also need to look at outside vendors who have contact with our children. Examples of outside vendors might include cleaning services, exterminators, or lawn maintenance services. We need to be concerned with the companies that do their work in the presence of our children.

Most likely, the companies we use already do criminal background checks on their employees. We will just need to ask for verification that they were done.

I am enclosing a form that you can use for that purpose. To make things easier it includes verification of liability insurance and workmen's compensation that you already ask for from outside vendors. Please keep this information in the files.