**Print on Parish or School Letterhead**

*Date*

Dear Bishop Olson:

*(Insert Parish/School name)*, located in *(name of parish city or town)* in the Diocese of Fort Worth has been diligently conducting Safe Environment Programs for its employees, volunteers, children and youth between July 1, 2022, and May 15, 2023.

We have made every effort to be in full compliance with the Diocese’s policies and responsibilities within the Charter for the Protection of Children and Young People for the 2022-2023 period.

All employees and active volunteers have attended Safe Environment required training programs offered throughout the Diocese. All currently active employees and volunteers have authorized, and undergone background evaluations as required by Diocesan policy. All active employees and volunteers have also signed the Code of Conduct Agreement Form in compliance with the Diocesan Code of Conduct and Behavior Standards.

We are happy to report that we believe that *(insert Parish/School name)* is in full Safe Environment compliance regarding the policies and procedures of the Diocese of Fort Worth and in accordance with the USCCB Charter for the Protection of Children and Youth.

Sincerely in Christ,

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*Pastor/Pastoral Administrator/Principal*

*Name of Parish or School*

*Address*

*Contact Information*