

## Print on Parish or School Letterhead

*Date*, 2019

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 in the parishes, schools, and diocesan entities for its employees, volunteers, children, and youth between during July 1, 2018 through June 30, 2019. We have taken every effort to be fully in compliance with the diocese's policies and responsibilities within the *Charter for the Protection of Children and Young People* for the 2018/19 period. Some employees and/or volunteers have attended Safe Environment Programs offered in other parishes/schools of the Diocese. Employees and volunteers have authorized background evaluations as required by diocesan policy, and all have 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 we are fully in compliance with the Safe Environment training programs and policies of the Diocese of Fort Worth in accordance with the USCCB *Charter for the Protection of Children and Youth*.

Sincerely in Christ,

---

*Pastor/Pastoral Administrator/Principal*  
*Name of Parish or School*  
*Address*  
*Contact Information*