



Catholic Diocese of Columbus

Safe Environment Office
614 • 241 • 2568

February 1, 2023

Dear Pastor/Principal/Director:

The Chancery Office is continuing the local audit process that examines parish and school compliance with the *Charter and Norms for the Protection of Children and Young People*. This process includes a report to demonstrate parish and school compliance and a cycle of follow up visits by diocesan personnel.

Enclosed with this letter is the *Local Data Gathering Report*. Please return the completed audit instrument to Regina E. Quinn at the Catholic Center no later than **Wednesday, March 15, 2023**. The audit period this report covers is the current fiscal year of July 1, 2022 to June 30, 2023. Please complete it for these months only.

The report can be completed by hand, typewriter, or on a computer. Please print or write legibly if you are completing it by hand. If you type the forms, please do not use any font smaller than 12-point. Electronic versions are on the Diocesan Website, <https://columbuscatholic.org/safe>.

We are using the same forms as last year. **Information MUST be submitted on the appropriate form for each classification:**

- Form A: volunteers (parish, school, and/or agency)
- Form B: parish employees
- Form C: school administrators and teachers
- Form D: non-teaching school employees (clerical, maintenance/custodial, support, etc.)
- Form E: clergy (bishops, priests, and deacons ONLY)

You must use the Forms A, B, C, D, and E provided in this package, or the electronic version obtained from the Safe Environment Office Website.

Please remember to include a copy of your code of conduct for adult employees and volunteers.

Please be assured that if you have any questions, find any section difficult, or otherwise need assistance, you will receive help by calling Erik Bonilla or me at 614-241-2568.

We thank you again for your continuing efforts to protect the children and youth of our diocese. If you have any questions that need to be addressed before you complete the audit report, please feel free to call either of us. With every best wish, I remain,

Faithfully yours in Christ,

Regina E. Quinn
Director, Safe Environment Office

enc: 2022-2023 Data Gathering Report