

Revising your Safe Environment Roster print out

1. Please review the roster that was sent to you, to ensure that is accurate. Every person in your program or institution who has regular contact with children must be listed.
2. If there are no persons in your institution who are in regular contact with children, please note that on the roster and return it to your district superintendent as noted in the top right corner of the roster.
3. If a person is missing from the roster, ***please complete a background check authorization form and fax it ASAP to (212) 421-1801. This will add them to the roster.*** (Please be sure to use the version of the form dated 1/4/2007 on the bottom left corner of the form. ***Please limit faxes to batches of 5 pages or less.***)
4. Edit the person's details if necessary. Write the change neatly and directly below the record being updated.
5. Please PRINT all information clearly -- illegible writing is the main sources of errors on the rosters.
6. To edit or add information, please follow the steps below.
 - a. **List**—This corresponds to what (which roster it is and) what program the person is in.
 - If someone is involved in multiple programs (ie Elementary School and Religious Education) they will be listed on BOTH Rosters.
 - ***If the list says, "To Be Claimed", please cross it out and write what program the person belongs to (ie Parish, Religious Education).***
 - If the list says "**Not Eligible-**" this person has not satisfied the background check and training requirements of the Safe Environment Program and therefore is ***NO LONGER ELIGIBLE TO COME IN CONTACT WITH CHILDREN*** until these requirements are fulfilled.
 - b. **Prefix, First Name, Last Name and Suffix** -- These fields are self-explanatory. The Prefix is particularly important for priests, deacons, and religious brothers and sisters.
 - c. **Date of Birth (month and day only)** -- This field will help us identify people in our database, to ensure that there are no duplicate records. We only need the month and day of birth, not the year on the roster ****month, day, AND YEAR of birth is required on the Background Check Authorization form****.
 - d. **Position** -- Please select a "Position" only from the list of positions available at the bottom of your roster. If the person's job title does not match a position on that list, please pick the one that is closest, or, as a last resort, choose "other". This field is very important, so please complete it.
 - e. **Employee, Volunteer or Clergy** – Please write an E if the person is an Employee, V if they are a Volunteer, or C if they are Clergy. This field is very important, so please complete it.
 - f. **Background Check** -- If the person's background check has been processed, this box will be checked. ***If the box is blank, please send a copy of their background check form ASAP via FAX to (212) 421-1801 for processing.***
 - g. **Training** -- If the person has attended a training class, this box will be checked. ***If they have attended training and it is not reflected on the roster, fax the training sign-in-sheet to (212) 421-1801 ASAP and we will edit the roster immediately.***
 - h. **Training Date and Location** – When and Where the person had the 3 hour Virtus Training Program; if they viewed the shorter training video it will show "Safer Spaces" but not include a date
 - i. **Delete** -- Check this box if the person does not belong or is no longer active in your parish, school or program. If the person does not belong on your list, or you don't know who person is, please check this box.
7. When you have updated your roster to include all personnel, make a copy for your files. Then, mail it to your Regional Superintendent (for schools), Associate Director (parish), CYO Regional Director (CYO program), or Regional Catechetical Director (Religious Education). Please do not fax your rosters. Any missing background checks/sign-in sheets is to be sent directly to the Safe Environment Office.
8. Keep your copy of this roster in your files.
9. Current versions of all of our forms are available at <http://archny.org/pastoral/safe-environment-program/forms---download-documents>