



Protection of Children and Youth Initiative  
Archdiocese of Saint Paul and Minneapolis

**FALL AUDIT REPORT**

**Program Year: 2010 - 2011 ■ Due: October 15, 2010**  
**Please keep a copy of this report in your records for 4 years and refer to it when completing your 2011 Spring Audit Report.**

**PARISH INFORMATION**

Corp# \_\_\_\_\_ Church Name: \_\_\_\_\_ City: \_\_\_\_\_

PCYI Site Leader Reporting: \_\_\_\_\_ Title: \_\_\_\_\_ Phone : \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION I: MANDATED RECORDKEEPING FOR ALL PARISH MINISTRIES**

Please indicate if numbers in Section I are reflective of parish programs only: \_\_\_\_\_ or parish and school programs combined: \_\_\_\_\_

For A. below, please note estimated number of current employees. For B., below, note estimated number of active volunteers who have regular or unsupervised contact with minors in the 2010-2011 program year. These numbers should include all parish employees, not just Faith Formation employees. These numbers should include all parish volunteers who have regular or unsupervised contact with minors (i.e. nursery, children's choir, etc.) not just Faith Formation volunteers.

**A. Estimated number of total parish employees:** \_\_\_\_\_ **B. Estimated number of total adult parish volunteers who have regular or unsupervised contact with minors:** \_\_\_\_\_

[Please "x" the boxes to indicate your understanding of the requirements outlined below.]

- C.  Yes, parish leadership understands that all current parish employees are required: to 1. sign a Code of Conduct; 2. have a background check; and 3. attend a VIRTUS session.
- D.  Yes, parish leadership understands that all active parish volunteers who have regular or unsupervised contact with minors are required to: 1. sign a Code of Conduct; 2. have a background check; and 3. attend a VIRTUS session.
- E.  Yes, parish leadership has procedures in place to provide accurate numbers on the Spring Audit Report for signed Code of Conduct forms, completed background checks, and VIRTUS attendance for all current employees as well as for all active volunteers who have regular or unsupervised contact with children. These numbers should reflect totals of current employees and active volunteers during the 2010-2011 program year (7/1/10 - 6/30/11) and should NOT be cumulative numbers.

**SECTION II: FAITH FORMATION PROGRAM IMPLEMENTATION PLAN**

Check here if you do NOT have a children's faith formation program at your location: \_\_\_\_\_ Please indicate to which faith formation consolidation your parish belongs: \_\_\_\_\_

[If you do not have a children's faith formation program at your location please skip to Section III]

**A. New Household - Parent Guides:**  
(to be distributed to families new to your faith formation and sacramental

Number Ordered: \_\_\_\_\_ Number Distributed: \_\_\_\_\_

**Parent Guides may be ordered online at [www.archspm.org/pcyi](http://www.archspm.org/pcyi)**

**B.**

<b>Preschool</b>	<b>K - Grade 4</b>	<b>Grades 5 - 8</b>	<b>Grades 9 - 12</b>
PCYI Curriculum to be used in 2010-2011: _____	_____	_____	_____
Supplemental PCYI Activities (i.e. performing arts)	_____	_____	_____

[Please "x" the boxes to indicate your understanding of the requirements outlined below.]

- C.  Yes, parish leadership has a plan in place to orient staff, volunteers and parents, as needed, regarding PCYI lessons during the 2010-2011 program year.
- D.  Yes, parish leadership understands that all faith formation & youth programs for minors need to include 2 onsite lessons per grade per program year from Kindergarten through Grade 12 using Archdiocese-approved PCYI curricula.

**CHILD / YOUTH CURRICULUM IMPLEMENTATION PLAN**

*Pre-Kindergarten - Grade 12*

**E.**

<b>2010-2011: Number of Children Anticipated:</b>	<b>Pre-K</b>	<b>K</b>	<b>Gr. 1</b>	<b>Gr. 2</b>	<b>Gr. 3</b>	<b>Gr. 4</b>	<b>Gr. 5</b>	<b>Gr. 6</b>	<b>Gr. 7</b>	<b>Gr. 8</b>	<b>Gr. 9</b>	<b>Gr. 10</b>	<b>Gr. 11</b>	<b>Gr. 12</b>
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**SECTION III: SIGNATURES**

Signature of PCYI Site Leader Reporting: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the Implementation Plan and agree to supervise its implementation to the best of my abilities.

Signature of Pastor or Canonical Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to: Protection of Children and Youth Initiative ■ 328 Kellogg Blvd W., St. Paul, MN 55102 ■ Tel: 651-290-1622 ■ Fax: 651-290-1628 ■ Email: [pcyi@archspm.org](mailto:pcyi@archspm.org)