



**Diocese of Salt Lake City
Office of Safe Environment**

Parish/School Group Gathering Form

The SEC (Safe Environment Coordinator) or event organizer should complete this form and have it reviewed and signed by the Pastor/Principal prior to the event.

The number of Safe Environment Certified adults required will be determined by the activity/event host (Pastor, Principal or equivalent.)

Completed forms should be kept at the parish/school for auditing purposes.

Parish/School	Pastor/Principal
Event Name	Date and Time (start/end):
Group/Ministry Leading Event	
Event Details	
Number of Persons Expected	Location of the Event (i.e., room name, building)
Contact Person(s)	Contact(s) Phone & Email
Number of Safe Environment Certified Adults Required:	Pastor/Principal Approval Signature and Date

Safe Environment Certified Adults Minimum of 2 adults required / SEC is Required to Confirm SE Certification	
Name 1	Name 2
Contact Phone	Contact Phone
I agree to be present for the entirety of the listed event and understand my role at this event is to ensure a safe environment is maintained for all children, youth and vulnerable adults.	I agree to be present for the entirety of the listed event and understand my role at this event is to ensure a safe environment is maintained for all children, youth and vulnerable adults.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
My Safe Environment Certification is current and not expired.	My Safe Environment Certification is current and not expired.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Signature:

Name 3	Name 4
Contact Phone	Contact Phone
<p>I agree to be present for the entirety of the listed event and understand my role at this event is to ensure a safe environment is maintained for all children, youth and vulnerable adults.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>My Safe Environment Certification is current and not expired.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature:</p>	<p>I agree to be present for the entirety of the listed event and understand my role at this event is to ensure a safe environment is maintained for all children, youth and vulnerable adults.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>My Safe Environment Certification is current and not expired.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature:</p>

Add additional SE Certified Adults as needed on a separate form

For the Parish/School SEC (Safe Environment Coordinator):

Confirmation of SE Certification in CMG Connect of all listed adults.

Yes No Date Verified: _____

SEC Name: _____ Signature: _____