Catholic Diocese of Austin

Protecting God's Children Workshop

Please fax request to **512.476.5341**
Or mail to Communications Office, Diocese of Austin, P. O. Box 13327, Austin, TX 78711 – 3327
30 days advance notice is appreciated

Before you request a workshop, please read the **Notes** on the bottom half of this page.
Please select three dates on which you would like to have your session. The length of a session is approximately 3 hours.

Dates: 1st Choice:_____ 2nd Choice:_____ 3rd Choice:_____
Times: _____ _____ _____

Number of participants expected to attend workshop: _____(**Important:** please confirm with Colleen Schiller at 512-697-2046 the number of participants one week in advance of workshop so that there will be enough booklets for everyone.)

English workshop ☐ **Yes** **Spanish workshop** ☐ **Yes**
If the above is not indicated, it is assumed that the workshop will be in English.

DVD player being used ☐ **Yes** **VHS player being used** ☐ **Yes**
If the above is not indicated, it is assumed that a DVD player will be provided.

Parish / School contact: _____ **Phone Number:** _____
Emergency Cell Phone:_____ **Contact E-mail:** _____
Parish or School Name: _____**City:**_____
If you have made arrangements with a trainer, please note trainer's name _____
Otherwise, we will solicit a trainer for your workshop.

Important Notes to Remember

- **Because Ethics & Integrity in Ministry is a program funded by the diocesan Catholic Services Appeal, there will be no private workshops. All workshops are open to the public. Once a workshop is publicized on the diocesan Web site and in the Friday E-pistle, it should not be cancelled. The host parish has a responsibility to the entire diocese to proceed with the workshop. As much as we would like for everyone to call ahead, people do show up without registering in advance.**
- For small groups (under 50), a large TV with either DVD or VHS player should suffice. A sound system is recommended for the trainer.
- For groups over 50, a projection system with a sound system or two large televisions will be needed.
- It is very helpful for sites to provide directional signs for visitors who may be attending the workshop.
- Snacks are very welcomed by participants, especially in weekday evening sessions. Child care may be offered at the discretion of the parish/school.
- The trainer has been trained by the diocese. He/she is a volunteer who is receiving no compensation for this work. The parish is not expected to compensate the trainer, but please do not assume that the trainer is responsible for set-up, registration, or follow-up from the session. That is the responsibility of the parish. A member of parish staff or volunteer with knowledge of the building, copier, etc., needs to be present at the workshop.
- It is recommended that nametags are NOT provided in order to allow participants who may be abuse victims a sense of anonymity.
- The certificates (buff sheets) should be kept by the attendees. Evaluations (yellow sheets of paper) should be retained by the parish and mailed to the diocese at the address above. The parish/school should retain the signed Code of Ethics agreement (blue sheets) and record each person's workshop attendance in eAppsDB. The blue Code of Ethics of attendees from *other* parishes/schools should be mailed to the respective parishes/schools or can be mailed to the Communications Office at the address above for distribution to the respective parishes; they can be mailed to us in the same envelope with the yellow evaluation sheets.
- A 30-day notice of your workshop request is appreciated.
- Please make a copy of this request for your file.