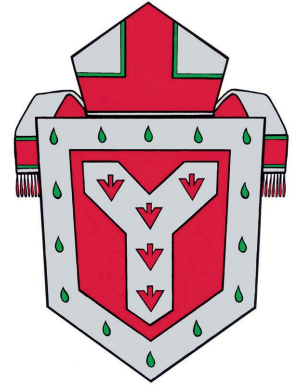


# ROMAN CATHOLIC DIOCESE OF TULSA

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## MEMORANDUM

To: Priests, Deacons, & Local  
Administrators

Date: May 18, 2018

Subject: Annual Safe Environment Audit

In his 2016 promulgation letter of the *Policies & Procedures for the Protection of Children & Young People* (“Policies”), Bishop Konderla stated, “Our children, youth, and vulnerable adults are treasures to the Church, and as such the Diocese of Tulsa has a sacred obligation to protect them.” Each of you are instrumental in that effort, and, on behalf of the Diocese, we thank you for all you do to cultivate a safe environment and help protect the children in our care.

As we begin the Annual Safe Environment Audit (“Audit”) for the 2017-18 year, this memorandum serves to make you aware of information that will be delivered to you both by email and by post via the Office of Child & Youth Protection. For more information, please see the *Safe Environment Audit: Annual Duties & Procedures* found on pages 22-24 of the *Policies*.

The documentation will include:

- CYP VIRTUS Education for Children - Parish Form *and/or* School Form;
- Annual Safe Environment Audit - Parish Form *and/or* School Form;
- A copy of the forms submitted in the previous year to serve as a reference.

Per the *Policies*, **June 30, 2018** is the deadline for all completed forms to be submitted to the Office of Child & Youth Protection at the Chancery. This deadline is an annual deadline, so please make sure that this date is recorded on your parish or school calendar for next year. This will help you to be prepared to submit your completed reports on or before the deadline.

**\*\*END OF MEMO\*\***