Dear Volunteer,

Bishop Burbidge promulgated an updated *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* (Policy) on January 1, 2020. The Policy update was necessary to include updates in civil law, canon law, and Church documents that relate to child protection.

The updated policy requires all clergy, employees, and volunteers with substantial contact with minors to ***acknowledge that they have received a copy*** of the policy. Attached to this email is a copy of the policy and an acknowledgement page. This acknowledgement page requires you to provide basic identifying information and an electronic signature. It does not require a specialized program – just Adobe reader which is free and may be downloaded on any computer or mobile device.

Once you have completed the document, please hit finish and it will automatically attach to an email with the proper email addresses already loaded in the address section. We encourage you to send it as an encrypted email if this makes you more comfortable. Instructions to encrypt an email may be found in the help section of your email program.

You are required to complete this acknowledgement by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020. Thank you for your assistance.

Sincerely,

Parish/School Liaison