Dear Volunteer(s),

As you know, Bishop Burbidge signed on December 20, 2019 and promulgated on January 1, 2020 the updated *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* (Letter attached). An email was sent to you (**Date**) requesting that you complete the policy signature update by (**Date**). Unfortunately, the (**Parish or School Name**) has no record of receiving your acknowledgement.

Attached is a copy of the updated policy. This is an acknowledgement of ***reception not*** that you have ***read it***. Please fill out the last page of the attached form (OPCYP Policy 202 Update), save it under a different name, and email it back to **liaison email address** as soon as possible.

If the signature is not working, please feel free to either use the attached directions (Electronic Signature Not Working) or print, sign, and either scan and email/fax back to this address.

Thank you for your assistance.

Sincerely,

Parish/School Liaison