

## Summer Reminders for Parishes 2023

### June and July

- **Update** the [Safe Environment Database](#) to reflect each person's current status. The quarterly deadline for all database updates is July 15. If employees or volunteers have resigned, move them to inactive status. Please update any overdue individuals. Send notices to those who have not complied, and move them to inactive.
- **Obtain the names** of Vacation Bible School and other summer volunteers, provide them with safe environment requirement information, add them to your pending list, and be sure to conduct a check of the sex offender registry.
- **Place a note on your calendar** with a reminder to include periodic notices in your parish bulletin about how to report suspected abuse. A cut and paste version of this information is available [here](#) (in the middle of the page).
- **Review your parish website** and update any child safety links (check for broken links). You may wish to link to the following pages:  
[www.catholicnh.org/volunteer](http://www.catholicnh.org/volunteer) - Volunteers can fill out their application online!  
[www.catholicnh.org/parents](http://www.catholicnh.org/parents) - Links to articles for parents  
How to report - <https://www.catholicnh.org/family2/youth/child-safety/report/>
- Last, if there will be a change in your Safe Environment Coordinator in the fall, please contact Eve Mongeau at 663-0109 or [emongeau@rcbm.org](mailto:emongeau@rcbm.org) as soon as possible to arrange for your new coordinator to be trained over the summer.

### August

- **Add the names** of new employees or volunteers to the database for tracking purposes. Be sure to list them as pending so you do not forget about them. Don't forget to check names on the [sex offender registry](#)
- **Direct new volunteers** to [www.catholicnh.org/volunteer](http://www.catholicnh.org/volunteer) so that they can complete their requirements.
- **Move to inactive** the names of volunteers or employees who will not be returning.

THANK YOU! HAVE A GREAT SUMMER!

