



Safe Church Training

Request for Consideration as a Safe Church Training Location

Location

Name of Parish _____

Street Address _____

City _____ State _____ Zip _____

Name of Primary Contact _____

Contact Email _____

Contact Phone _____ Name of Deanery _____

The training events are held on Saturdays from 8:30-3:00 and we ask that the training space be available at 8:00AM

Available Dates 1 _____ 2 _____ 3 _____

Do you have a comfortable, well lighted room with space for up to 40 participants seated at tables? **Yes** ___ **No** ___

Do you have space and contacts for child care? **Yes** ___ **No** ___

Is this space handicap accessible? **Yes** ___ **No** ___

(The minimum number of participants for a Safe Church Training is 12 and although the training will be open to the public this is an opportunity to for the hosting parish to include as many of their own community as possible).

How many individuals from your parish do you realistically expect will attend training at your location? _____

We require a Site Coordinator/Liaison from the parish who will be in charge on the day of the training

Name _____

Primary Contact Phone _____

Cell Phone _____

E-mail _____

I have read the site requirements document and we agree to provide the space and other site requirements listed.

Signed _____ Date _____



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Site requirements for a Safe Church Training

- ✓ Accessible parking for up to 40 visitors
- ✓ A comfortable, well lighted, training space for up to 40 people seated at tables
- ✓ A nearby separate, quiet room to counsel any parishioners who are disturbed by the material
- ✓ A large screen TV and a VCR
- ✓ Two chairs and a table for the trainers
- ✓ One small table and chair, near the entrance for registration check-in and distribution of course materials
- ✓ Two flip charts, easels and multi-colored markers
- ✓ The training space needs to be set up and open by 8:00 a.m. on the morning of the training
- ✓ Coffee, tea, juice, bottled water and simple food for those who arrive early and for the morning break should be provided. Participants are instructed to bring bag lunches for lunch. A place to store them should be provided.
- ✓ A site coordinator/registrar to check people off in the morning, add names of walk-ins and collect checks when necessary (this person should remain available during the training to answer questions and provide support to the trainers if required)

Mail the completed form to: Safe Church c/o Richard Vanderlippe, 46 Brewster Lane, Acton, MA 01720

Last up dated 08/10/2010