ICTKSP Code of Conduct
Superior's Annual Compliance Report

Name: _____

Apostolate Name: _____

Apostolate Location: _____

Date of Most Recent Previous Compliance Report: _____

Every superior is required to submit this annual compliance report to the provincial superior and the Law Office of Ellen Eisenlohr Dorn annually by **January 31.** The purpose of this report is twofold: it keeps the provincial superior apprised of activities addressed by the Code of Conduct, and it assures that every superior remains mindful of the significant requirements imposed by the Code.

Sign below and submit this compliance report annually by **January 31** to:

Canon Matthew Talarico
Provincial Superior
Institute of Christ the King Sovereign Priest
6415 South Woodlawn Ave.
Chicago, IL 60637
canon.talarico@institute-christ-king.org
(773)363-7409

Ms. Ellen Dorn
Law Office of Ellen Eisenlohr Dorn
11300 N. Central Expwy., Ste. 302
Dallas, TX 75243
edorn@eedlaw.com
(214) 340-6778

Submitted:

_____
Superior

Date: _____

ICTKSP Code of Conduct
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1. Describe the usual time and location of spiritual direction in your facility. What precautions are taken so as to protect the spiritual director and the recipient from indefensible accusations of inappropriate behavior?

2. Describe the sleeping accommodations at your apostolate for members. What are your policies for accommodating overnight guests and family members? *(Code ¶ 4.6)*

3. Describe the activities conducted by the apostolate for minors in the past 12 months. Was the "Two Adults at All Times" rule consistently followed? List the adult:child ratio established and maintained for each activity. *(Code ¶ 5.1)*

4. Attach the following schedules (*schedules are attached for your use*):

   - Safe Environment Compliance *(Code ¶ 4.1)*
   - Social Media Accounts *(Code ¶ 4.7)*
   - Emails *(Code ¶ 4.7)*
   - Overnight Activities *(Code ¶ 4.6; 5.3)*

5. Please answer "yes" or "no" to the following questions. Attach a page explaining all "no" answers.

	YES	NO
During the last 12 months, were members, staff and volunteers given an opportunity to learn the warning signs of potentially abusive relationships (either through Diocesan or internal training)? *(Code ¶ 4.10)*		
Is the Institute's Audiovisual Media Policy published in your Sunday bulletin? Posted outside of your sanctuary? In your newsletters and online? *(Code ¶ 4.8)*		
Did adults supervise children's activities, *even when* high school students (or other minors) were leading these children's activities? If so, describe the activities and the adult supervision. *(Code ¶ 5.1)*		
Are all emails to groups of minors sent by "blind copy," to protect the minor's contact information? *(Code ¶ 5.4.4)*		
Was written consent obtained from parents as required for the Code's audiovisual media, social media, and spiritual direction polices? *(Code ¶¶ 5.4; 5.5; 6.3)*		

6. During the last 12 months, has any of the following occurred? Attach a page explaining all "yes" answers.

	YES	NO
An individual made inappropriate advances (in person or in writing) toward a member, employee, or volunteer? *(Code ¶ 4.2)*		
A member, employee, or volunteer was suspected of activity in violation of the Code of Conduct? *(Code ¶¶ 4.10, 7)*		
A member, employee, or volunteer was suspected of violating the Institute's drug & alcohol policies? *(Code ¶¶ 4.5, 5.2)*		
A member, employee, or volunteer was named as a beneficiary of an estate or received a gift or loan from an individual served in the course of their work for the Institute? *(Code ¶4.4)*		
A priest conducted spiritual direction at a time or in a space that was not in keeping with the Institute's standard policy? *(Code ¶¶ 6.2; 6.3)*		

ICTKSP Code of Conduct Annual Compliance Checklist
Schedule of Safe Environment Compliance

LOCATION: _____ **YEAR:** _____

Individual's Name	Individual's Position	Date of Initial Diocesan Qualification	Date of Most Recent Diocesan Background Check	Currently in full compliance with Diocesan Requirements? (yes/no)	Date of Most Recent ICTKSP Code of Conduct Acknowledgement

(Code ¶ 4.1)

NOTE: Compliance with Diocesan safe environment policies varies from diocese to diocese. If this schedule does not accurately capture data that is relevant to your Diocese, attach a page describing how all members, staff, and volunteers comply with all diocesan requirements and how the apostolate monitors such compliance.

CTKSP CODE OF CONDUCT ANNUAL COMPLIANCE CHECKLIST
SCHEDULE OF SOCIAL MEDIA ACCOUNTS

LOCATION: _____   YEAR: _____

Social Media Account, with link (i.e., Facebook, Twitter, Instagram, etc.)	Name of Registered Account Owner	Name, Email and Phone for all Account Administrators	Who can post content?	Designated Content Monitor	Frequency Monitored

(Code ¶ 4.7)

<mark>NOTE: At least annually, the social media privileges for individuals who no longer work or volunteer for the apostolate should be terminated.</mark>

CTKSP CODE OF CONDUCT ANNUAL COMPLIANCE CHECKLIST
SCHEDULE OF EMAIL ACCOUNTS

LOCATION: _____ **YEAR:** _____

Individual's Name	Individual's Position	Email Address	Who holds administrative access?

(Code ¶ 4.7)

NOTE: At least annually, Institute emails for individuals who no longer work or volunteer for the apostolate should be terminated.

ICTKSP Code of Conduct Annual Compliance Checklist
Schedule of Overnight Activities

LOCATION: _____   **YEAR:** _____

Date of Event	Name of Event	Name of Canon in Charge?	Activity for Minors?	Describe Sleeping and Bathing Accommodations

(Code ¶ 4.6; 5.3)