

Guidelines for Protecting Youth Workshop Host Site

1. A minimum of 25 participants is necessary in order to hold the workshop.
2. The workshop will be placed on the Diocese of Toledo (www.toledodiocese.org) website.
3. The workshop must be open to diocesan parish and school employees and volunteers outside of the Host Site.
4. The Host Site is responsible for taking registrations and filling the 25 person minimum.
5. If the 25 minimum is not reached by the day before the workshop is scheduled please contact: Vicki Fitts at: 419-244-6711 X 630 to cancel.
6. The Host Site will be responsible for contacting the registrants about a cancellation.
7. The Host Site is responsible for designating at least one person who represents the parish or school to be present at the workshop for the duration of the workshop.
8. There are to be **NO** children permitted in the workshop at any time.
9. If a participant does bring a child or children the Host Representative is responsible (not the workshop presenter) for letting them know that children are not permitted in the workshop.
10. All workshops will start on time. **No One** will be permitted to enter the workshop once it has started.
11. It is the Host Site representative (not the workshop presenter) who is responsible for dismissing late arrivals.
12. **NO** BCI/FBI fingerprinting will be conducted during the workshop.