



## 2020-2021 Diocesan Safe Environment Program

*Safe environment paperwork is required for all MACS paid employees and MACS volunteers.*

### 1. **Fingerprint Check** (Required for paid employees and all coaches; one time)

Call your local Police Department to confirm hours that they will fingerprint people. Schedule an appointment with them if necessary.

- The Chippewa Falls Jail (715-726-7705) will fingerprint at no cost from 9:00-10:00 a.m. on Saturdays – Must be a resident of Chippewa County.
- The Eau Claire Police Department (715-839-7204) will fingerprint Monday-Thursday, 9:00a.m. - 2:45p.m. for approximately \$28-\$29. Please keep your receipt for reimbursement.
- The Altoona Police Department (715-839-6090) will fingerprint by appointment for approximately \$28-\$29. Please keep your receipt for reimbursement.
- The UWEC Police Department (715-836-2222) will fingerprint students at no cost as long as an appointment is made ahead of time.

Fingerprinting must be done on the Fingerprint Card provided by the Diocese of La Crosse. Please complete the fingerprint card with black ink. You will be reimbursed if you turn in your receipt to the MACS Central Office.

### 2. **Basic Background Check** (Required for all; every three years)

Complete the Information Required for Basic Criminal Background Check form, your signature is required. Basic Background Checks need to be done every 3 years!

### 3. **Confidential Employee and Volunteer Questionnaire** (Required for all; one time)

Complete the Diocese of La Crosse Confidential Safe Environment Employee and Volunteer Questionnaire.

### 4. **Annual Verification Form** (Required for all; annually)

View the Red Book, the Green Book and the safe environment video on the MACS website to view the Diocese of La Crosse policies and procedures. After completing review of the safe environment policy and procedures, please sign the Annual Verification form. We will collect this form annually.

The Red Book and the Green Book can either be viewed on the MACS website or there is a hard copy in each school office. The safe environment video is available on the website.

The location for safe environment on the MACS website is

<https://www.surveymonkey.com/r/safe-environment>

All completed safe environment returned to Safe Environment Coordinator, Kathleen Adams:  
McDonnell Area Catholic Schools, 1316 Bel Air Blvd, Chippewa Falls, WI 54729 or  
[k.adams@macs.k12.wi.us](mailto:k.adams@macs.k12.wi.us). For questions call 715.723.0538