

REQUEST A VIRTUS SESSION FOR YOUR PARISH OR SCHOOL

To help you plan training sessions for your parish or school, use this form to assist you. The diocese does not need the completed form, simply email your choice of dates and times to jmichels@dnv.org. If you prearranged the facilitator, let us know that, too! If you have any questions during your planning for the session, please contact the diocesan Safe Environment team member Jeovana Michels for assistance.

Parish/School Name: _____

City: _____

1st choice of a date/time: _____

2nd choice of a date/time: _____

3rd choice of a date/time: _____

Anticipated Number of Participants: _____

Technology available at the site: DVD player or Projector ☐

Screen ☐ Sound System for DVD ☐

Microphone for Facilitator ☐

Please indicate someone we can contact after hours in the event of a session needing to be cancelled (due to weather, funeral, et cetera).

Cancellation Contact Name: _____

Phone Number: _____

E-Mail: _____

By arranging this session, you agree to the following:

Sessions held at the request of individual parish(es)/school(s) is paid for by the requesting parish(es)/school(s). The cost includes a stipend, meal reimbursement (if necessary), and mileage paid to a diocesan approved VIRTUS Facilitator. The hosting parish(es)/school(s) is responsible for refreshments. This request is not a guarantee that a session will be scheduled on the choice of dates, nor can a specific VIRTUS Facilitator be requested. Requests must be received by the deadline announced in the UPDATE. Any requests received after this date will be considered for the next bi-annual scheduling period.

(Diocesan Use Only)

Date Received Request _____ Available Facilitators E-mailed _____ E-mail Confirmation/Denial Sent _____

Reserved Technology ☐ UPDATE ☐ VIRTUS Online ☐ Facilitator Schedule ☐

Facilitator Assigned _____ Processed by _____

Stipend _____ Mileage _____ x _____ = \$ _____ Lodging/Food/Other _____