

Date

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Dear XXXXXXXX,

You have requested to begin the diocesan registration process for your **non-parish based organization** (not a parish or diocesan sponsored organization). Please note the return date of xxxxxx.

The Diocese of Dallas fosters and encourages working relationships with a wide variety of organizations that are registered with the diocese but not considered a parish or diocesan based entity. Our pastors call the Diocesan Pastoral Center to find out if a **non-parish based organization** or individual is registered and in good standing. In order to ensure compliance with these standards, organizations that are involved with children or vulnerable adults must participate in our regular internal diocesan audit process for Safe Environment which will take place in the spring.

In order to gather this information the diocese has added additional items that will be required to be completed in the registration and updating process:

1. In order to maintain a safe environment for children and vulnerable adults, we are requiring all non-parish based organizations whose activities or services involve children or vulnerable adults to have their own formal written safe environment program that meets the diocese minimum standards regarding background checks and safe environment training. Each member of your non-parish based organization who works with children, vulnerable adults must comply with your safe environment program. **It is not the responsibility of the parish** to conduct background screenings or training for your organization. The official representative of your organization must complete the enclosed 2011 Safe Environment Program Verification Form.
2. Each non-parish based organization must carry general liability insurance of at least \$500,000 and name the diocese and the parish as additional insureds. The diocesan risk manager can assist you in identifying an insurance agent for your organization if you have difficulty. Your organization will need to maintain at least \$1,000,000 of general liability insurance if your organization serves food (i.e. fish fry's, pancake breakfasts, fundraisers, dinners, receptions, etc) and/or any alcohol at your functions.
3. Your organization is required to execute a Facilities Use Agreement with the parishes.
4. If the non-parish based organization solicits funds or engages in fundraising activities and is not included in the P.J. Kenedy Official Catholic Directory as an exempt entity under the Church's Organization Ruling, it must secure its own tax exemption ruling. Each organization is required to provide proof of the IRS exemption.
5. Each organization must complete and return to the diocese the attached form listing all the Apostolates or Ministries under their organization. It will be the responsibility of the official representative of each organization to have each organization included under the enclosed form of Additional Apostolates.
6. Please go to the diocesan website [www.cathdal.org](http://www.cathdal.org). at top you will see the Ministries section. Under that column you will find the diocesan policies that pertain to NBPO's.

If you have any questions regarding the forms or requirements, please contact me at the Diocesan Pastoral Center at (214) 379-2853 or e-mail [rgracia@cathdal.org](mailto:rgracia@cathdal.org) .

Sincerely,