

# Archdiocesan Notification of Intent to Begin an Ad Altare Dei/Pope Pius XII Program

*This form is to be submitted by the Religious Emblem Counselor three weeks prior to the beginning of each course conducted. This delay is necessary so that background checks and youth protection trainings can be verified or conducted if needed, BEFORE any work with youth begins. Each counselor will be notified via email when it is ok to proceed.*

*This form should be sent to:*

Scout Chaplain, Archdiocese of Portland  
2838 E. Burnside St., Portland, OR 97214

Date of Notification: \_\_\_\_\_ Program:  Ad Altare Dei  Pope Pius XII

---

## Counselor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_

## Counselor Youth Protection Information \*

*\*contact your local BSA and/or parish if you need help verifying this information*

Date of most recent Religious Emblem Counselor Training completed: \_\_\_\_\_

Date of most recent Archdiocesan Criminal Background Check completed: \_\_\_\_\_

Date of most recent Archdiocesan Called to Protect training completed: \_\_\_\_\_

Date of most recent Boy Scout Youth Protection training completed: \_\_\_\_\_

---

## Program Information

Date Program to Start: \_\_\_\_\_ Number of Participants Anticipated: \_\_\_\_\_

If possible, please list names of participants: \_\_\_\_\_

---

*If there are person(s) assisting in leading the program, please complete the information below for each person. Attach additional pages if necessary.*

Person Assisting Name: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

## Person Assisting Youth Protection Information \*

*\*contact your local BSA and/or parish if you need help verifying this information*

Date of most recent Religious Emblem Counselor Training completed: \_\_\_\_\_

Date of most recent Archdiocesan Criminal Background Check completed: \_\_\_\_\_

Date of most recent Archdiocesan Called to Protect training completed: \_\_\_\_\_

Date of most recent Boy Scout Youth Protection training completed: \_\_\_\_\_

*Copy this form and complete before each Ad Altare Dei/Pope Pius XII Program is conducted. No counselor or other adult can begin to work with youth in any capacity until Archdiocesan Criminal Background Check, Called to Protect Training, AND Boy Scout Youth Protection training has been completed/verified. If you have questions regarding verifying or completing these requirements, contact your local BSA and/or parish/archdiocesan leader.*