



Diocese of Austin

Office of Ethics and Integrity in Ministry

EIM Site Administrator(s) Designation

The EIM Office asks each principal to designate one or two persons as EIM site administrator(s) to assist in verifying EIM compliance of volunteers and employees at the school. Tasks of the site administrator include communicating with the school community regarding EIM compliance requirements, including assisting with EIM Application submissions, scheduling workshops, and recording workshop dates as needed; assisting the principal in promoting EIM compliance at the school; and reporting EIM data for the end of year self-audit. When possible, at least one person designated as an EIM site administrator should be an employee in order to facilitate communications within the school community regarding EIM. Other persons who serve as organization/program leaders at the school may also be designated by the principal as needed to have “read only” access to the database to verify compliance of their group’s compliance. Each person designated to access the database must maintain utmost confidentiality regarding all EIM matters.

Please list the person(s) you wish to designate as site administrator(s), or to have “read only” access to the database for your school and complete and sign below. This person(s) will be assigned an ID/password unique to them which is not to be shared/transferred, and will be suspended upon the person’s departure from service at the school. If you wish to designate a new or additional person in the future, please submit a new designation form to ensure we have accurate information regarding the status of your membership. You may fax or scan/email the form using the contact information found at the bottom of this page.

Thank you for your assistance and commitment to Ethics and Integrity in Ministry in our diocese.

Today’s Date **School Name** **City**

Pastor Name **Principal Signature**

In the table below, mark which type of access each individual listed is designated to have and provide their full name and email address so that their administrative account can be created.

Administrator access	“Read only” access	Name	E-Mail address

Please contact the EIM Office anytime you need to make any changes to this designation.

EIM OFFICE PHONE # 512-949-2447

EIM OFFICE FAX # 512-949-2529

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