

**ICTKSP CODE OF CONDUCT  
SUPERIOR'S ANNUAL COMPLIANCE REPORT**

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

Location: \_\_\_\_\_

Date of Most Recent Previous Compliance Report: \_\_\_\_\_

Every superior is required to submit this annual compliance report to the provincial superior and the Law Office of Ellen Eisenlohr Dorn annually by **January 31**. The purpose of this report is twofold: it keeps the provincial superior apprised of activities addressed by the Code of Conduct, and it assures that every superior remains mindful of the significant requirements imposed by the Code.

Sign below and submit this compliance report annually by **January 31** to:

Canon Matthew Talarico  
Provincial Superior  
Institute of Christ the King Sovereign Priest  
6415 South Woodlawn Ave.  
Chicago, IL 60637  
canon.talarico@institute-christ-king.org  
(773)363-7409

Ms. Ellen Dorn  
Law Office of Ellen Eisenlohr Dorn  
12655 N. Central Expwy., Ste. 195  
Dallas, TX 75243  
edorn@eedlaw.com  
(214) 340-6778

Submitted:

\_\_\_\_\_  
Superior

Date: \_\_\_\_\_



5. Please answer “yes” or “no” to the following questions. Attach a page explaining all “no” answers.

	YES	NO
During the last 12 months, were members, staff and volunteers given an opportunity to learn the warning signs of potentially abusive relationships (either through Diocesan or internal training)? <i>(Code ¶ 4.10)</i>		
Is the Institute’s photo use policy published in your Sunday bulletin? Posted outside of your sanctuary? In your newsletters and online? <i>(Code ¶ 4.8)</i>		
Did adults supervise children’s activities, <i>even when</i> high school students (or other minors) were leading these children’s activities? <i>(Code ¶ 5.1)</i>		
Are all emails to groups of minors sent by “blind copy,” to protect the minor’s contact information? <i>(Code ¶ 5.4.4)</i>		
Was written consent obtained from parents as required for the Code’s photo, social media, and spiritual direction polices? <i>(Code ¶¶ 5.4; 5.5; 6.3)</i>		

6. During the last 12 months, has any of the following occurred? Attach a page explaining all “yes” answers.

	YES	NO
A client made inappropriate advances (in person or in writing) toward a member, employee, or volunteer? <i>(Code ¶ 4.2)</i>		
A member, employee, or volunteer was suspected of activity in violation of the Code of Conduct? <i>(Code ¶¶ 4.10, 7)</i>		
A member, employee, or volunteer was suspected of violating the Institute’s drug & alcohol policies? <i>(Code ¶¶ 4.5, 5.2)</i>		
A member, employee, or volunteer was named as a beneficiary of an estate or received a gift or loan from a client? <i>(Code ¶ 4.4)</i>		
A priest conducted spiritual direction at a time or in a space that was not in keeping with the Institute’s standard policy? <i>(Code ¶¶ 6.2; 6.3)</i>		

**ICTKSP CODE OF CONDUCT ANNUAL COMPLIANCE CHECKLIST  
SCHEDULE OF SAFE ENVIRONMENT COMPLIANCE**

**LOCATION:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

Individual's Name	Individual's Position	Date of Initial Diocesan Qualification	Date of Most Recent Diocesan Background Check	Currently in full compliance with Diocesan Requirements? (yes/no)	Date of Most Recent ICTKSP Code of Conduct Acknowledgement

*(Code ¶ 4.1)*

**CTKSP CODE OF CONDUCT ANNUAL COMPLIANCE CHECKLIST**  
**SCHEDULE OF SOCIAL MEDIA ACCOUNTS**

**LOCATION:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

Social Media Account, with link (i.e., Facebook, Twitter, Instagram, etc.)	Name of Registered Account Owner	Name, Email and Phone for all Account Administrators	Who can post content?	Designated Content Monitor	Frequency Monitored

*(Code ¶ 4.7)*

**NOTE: At least annually, the social media privileges for individuals who no longer work or volunteer for the apostolate should be terminated.**

**CTKSP CODE OF CONDUCT ANNUAL COMPLIANCE CHECKLIST  
SCHEDULE OF EMAIL ACCOUNTS**

**LOCATION:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

Individual's Name	Individual's Position	Email Address	Who holds administrative access?

*(Code ¶ 4.7)*

**NOTE: At least annually, Institute emails for individuals who no longer work or volunteer for the apostolate should be terminated.**

**ICTKSP CODE OF CONDUCT ANNUAL COMPLIANCE CHECKLIST  
SCHEDULE OF OVERNIGHT ACTIVITIES**

**LOCATION:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

Date of Event	Name of Event	Name of Canon in Charge?	Activity for Minors?	Describe Sleeping and Bathing Accommodations

*(Code ¶ 4.6; 5.3)*