

Sample emails for VIRTUS Class participants

*** Please blind copy all participants on any communications***

Include

Information about the material that will be presented

Clear instructions on where to go

SAMPLE 1

Hello -

Thank you for signing up for the Safe Environment Training class on Protecting God's Children on Tuesday, **April 15th from 9am-12pm**

The class will take place in room **125** of the St. John Paul II Pastoral Center at 1300 S. Steele St., Denver, 80210.

The Pastoral Center is Building #3 on this [campus map](#). Visitor parking is located at the south end of campus, and training is in the building directly north of this large visitor/employee parking lot.

Please arrive early to allow time to park, enter the building and locate the training room.

Also if using a map application, make sure to include the "**South**" designation for the street to be navigated to correct location.

A few things to keep in mind:

- If you cannot arrive on time or cannot stay the entire time, you will need to reschedule for another session.
- This class covers sensitive material including the recognition, prevention, and reporting of child abuse and as such no children (other than infants under 1 year) under 18 are allowed to be present.

If you have any questions or concerns about the material or need to reschedule, please let me know.

In Christ,

Alex Kwan

SAMPLE #2

Good afternoon,

The Protecting Gods Children Class you registered for is tomorrow night April 24, 2025, from 6:00 PM to 9:00 PM. The Class will be held in room 211-212 of the education wing. Please use the second-floor door on the north side at the top of the stairs or use the exterior door main floor north side to access Seaton Hall, turn right , go through the double doors and up the stairs to the second floor and down the hallway to the classroom.

If an elevator is needed please enter through Seaton Hall entrance and take the elevator to the second floor.

The doors will lock after the class starts, so please arrive on time. The Parish is located at 5450 S Lemay Ave.

**Please note: This class is about working with children, protecting them from physical, mental, and sexual harm. It will also cover how to keep the trainer safe as well, creating a fully safe environment for all. This information can be triggering for some, but is presented in a caring, welcoming environment.*

PLEASE DO NOT BRING CHILDREN UNDER 18 TO THESE CLASSES

***YOUR COMPLETION CERTIFICATE WILL BE AVAILABLE ON-LINE AT**

VIRTUS.ORG THE DAY FOLLOWING THE CLASS*

PLEASE ARRIVE 10-15 MINUTES EARLY SO WE CAN START ON TIME

Also,

Please sign the roster next to your name and fill in or correct your contact information if necessary on arrival.

Bring water as the class will be almost three hours long. I look forward to seeing you tomorrow.

With best
regards,

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