

Administrative Checklist for Protecting God's Children for Adults

Local Coordinator – English Materials

Resource at <https://archden.org/protection/facilitators/>

BEFORE PGC SESSION

- ☐ Schedule class in VIRTUS – pg 13 [Denver_VIRTUS-Site-Admin-Guide_2025.07.pdf](#)
- ☐ Promote class and encourage pre-registration –

[Safe Environment Classes - Archdiocese of Denver –](#)

(<https://archden.org/protection/safe-environment-classes/>) Website for registration/schedule

[Pre-class Registration Instructions](#)

[Sample Promotional Announcement Language](#)

[QR Code](#) - to put in bulletin or post

DAY OF PGC SESSION

- ☐ Print out sign in sheet - pg 13 [Denver_VIRTUS-Site-Admin-Guide_2025.07.pdf](#)
- ☐ Print out handouts for all attendees

[OMAAP – abuse Neglect Grooming Flyer –](#)

[Red Flags of Elder Abuse](#)

[Responding to Youth Disclosures](#)

[AoD Policies Handout](#)

[4.0 Participant Workbook](#)

- ☐ Print Post Registration Instructions
- ☐ Instruct facilitator to have all walk ins register before leaving class

[Post Registration Instructions](#)

[QR Code](#) - gives links to registration

AFTER PGC SESSION

- ☐ Collect sign in sheet
- ☐ Give credit through batch processing- pg 14 [Denver_VIRTUS-Site-Admin-Guide_2025.07.pdf](#)
- ☐ Send sign in sheet and names of those who were not given credit to SafeEnvironment@archden.org
- ☐ If necessary to create accounts for participants on the administrative side use pg 8 of [Denver_VIRTUS-Site-Admin-Guide_2025.07.pdf](#)