

# Child Abuse Prevention Council

## 2010 Chartering Packet Contents & Instructions

### Items to be returned no later than December 1, 2009:

- Original chartering signature sheet:** Please have your Council President sign this and return the signed original to us by December 1, 2009. Faxed or emailed signature sheets will not be accepted.
  
- Chartering Fee - \$150 or \$175,** depending on when you return the documents and fee. We have never raised the chartering fee even though costs have gone up over the years. If you return your agreement, check, contact form and IRS letter (if applicable) by December 1, 2009, your chartering fee will remain \$150.00 for 2010. However, Councils returning any of the required documents or check after December 1 will be charged \$175.00 for the chartering fee.

Please write "2010 charter" in the memo line of your check. *DO NOT write "membership" in the memo line;* otherwise your payment will be applied to an organizational membership rather than your Council charter.
  
- Council Contact Information:** Please complete as fully as possible and return to PCAIN with your chartering agreement and payment.
  
- A copy (NOT the original) of your 501 ( c ) (3) letter from the Internal Revenue Service:** This is only for Councils that have their own nonprofit status. I have learned that there has been some confusion in some Councils regarding whether they have a nonprofit status and what it means. By having a copy of your IRS letter, I can be more helpful to your Council—especially if your Advance Ruling Period as a nonprofit is ending. If you prefer, you may fax or email this document.

**Mailed submissions must arrive at our office by December 1, 2009; please allow plenty of time for the postal service to deliver items. Faxed or emailed documents must arrive no later than 5:00 p.m. Eastern time on December 1.**

**Keep for your files:**

- Appendix A: Prevent Child Abuse Indiana's responsibilities to Chartered Councils
- Appendix B: Your responsibilities as a Chartered Council
- Appendix C: Charter Revocation Process
- Appendix D: Logo, Tag Line and Materials Use
- Appendix E: Prevention Definitions and Activities
- Appendix F: PCAIN Vision and Core Values
- Brochure: ***Strategic Planning for Prevention Councils*** explains the strategic planning services available for your Council through PCAIN.
- Brochure: ***Becoming a Chartered Council*** spells out the numerous benefits of being chartered with PCAIN

If you have questions, please call Mary Armstrong-Smith at 317-542-7002 ext. 18. Our toll free line for Councils is 888-542-7064 ext. 18. You can also email Mary at [msmith.pcain@villages.org](mailto:msmith.pcain@villages.org).



## **Prevent Child Abuse Indiana**

A Division of The Villages  
9130 Otis Avenue, Indianapolis, IN 46216

### **Prevention Council 2010 Chartering Agreement**

This document establishes the agreement between **Prevent Child Abuse** Indiana, a Division of The Villages, (heretofore referred to as "PCAI") and \_\_\_\_\_ (heretofore referred to as "PCAI Chartered Council") for the period of January 1<sup>st</sup> to December 31, 2010.

#### **The Agreement**

The agreement between PCAI and all PCAI Chartered Councils is based on the mutual understanding that we will continually work together to build a statewide organization and network that enables all sectors of the community to play a significant role in preventing child abuse and neglect.

#### **Mutuality of Agreement**

In affirmation of our agreement, both PCAI and the PCAI Chartered Council will support and promote one another to the greatest extent possible. It is respectfully understood that each of our activities in some way reflects on **Prevent Child Abuse** America (PCAA) as well as our state and local images. *Each entity must take great care to ensure that our actions correspond with the vision, core values, guiding principles and position statements established by PCAA.*

#### **PCAI Responsibilities**

PCAI has a commitment to provide technical assistance to Chartered Councils, resources permitting. Chartered Councils will receive all established benefits, outlined in Appendix A.

#### **Council Responsibilities**

Chartered Councils are expected to maintain compliance with the criteria for PCAI Chartered Councils throughout the charter period (Appendix B). **Should there be any major change in a Council's organization or in its ability to be in compliance with the criteria, the Council agrees to notify PCAI in writing within sixty(60) calendar days.**

#### **The Charter**

This charter acknowledges that the PCAI Chartered Council is in compliance with the criteria of PCAI and is granted annually. When a charter is granted, the PCAI Chartered Council will pay a Chartering Fee of \$150.00 per year (If paid after December 1, 2009, the fee will be \$175.00). Chartering fees are not refundable.

### Appendices (Council President initials required)

The attached Appendices (A through F) are considered an integral part of this Chartering Agreement.

**The Council President should initial to the left of each Appendix to indicate that he/she has reviewed each item.**

President's Initials	Appendix	Description
	Appendix A	Prevent Child Abuse Indiana Responsibilities
	Appendix B	PCAI Chartered Council Responsibilities
	Appendix C	Charter Revocation Process
	Appendix D	Logo, Tag Line and Materials Use
	Appendix E	Prevention – Definitions and Activities
	Appendix F	Vision, Core Values and Guiding Principles

### CERTIFICATION

*As an authorized officer of \_\_\_\_\_, I hereby certify that our organization is applying to be a Chartered Prevention Council of Prevent Child Abuse Indiana. I further certify that we understand this agreement (including all Appendices) and that we will maintain compliance with it.*

Please Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

President (or Presiding Officer) **Prevent Child Abuse** \_\_\_\_\_ County

\_\_\_\_\_ Date

Please return a signed copy of this page and the preceding page to  
PCAI, 9130 Otis Ave., Indianapolis IN 46216.

The remaining pages are for your Council's records.

**DUE DATE: DECEMBER 1, 2009**

## Prevent Child Abuse Indiana Responsibilities

**Prevent Child Abuse** Indiana (PCAI) will provide the following resources and support to Chartered Councils to strengthen prevention efforts in local communities:

1. Offer on-site visits at least once annually.
2. Offer ongoing technical assistance from PCAI staff via email, on-site support, regular meetings, and publications for local Councils. Specific assistance and resources may include, but not be limited to:
  - a) Public Policy Education
  - b) Council Development
  - c) Media and Public Relations
  - d) Fundraising
  - e) Board and Volunteer Development
  - f) Special Event Planning
  - g) Guest Speakers for Special Events
  - h) Program Development
  - i) Prevention Education
3. *Additional resources and services may be provided on a fee-for-services basis.*
4. Authorize use of the PCAI logo, tag lines, and camera-ready art - providing they are used consistently within established guidelines (Appendix D).
5. Annually provide two sets of the Indiana Child Abuse and Neglect Prevention Awareness Month materials to each PCAI Chartered Council at no charge. Additional materials may be subject to a processing fee.
6. Give PCAI Chartered Councils access to a toll-free phone line for consultation. (888-542-7064 ext. 18)
7. Include each PCAI Chartered Council's name and contact information on the PCAI website and appropriate communications to the public.
8. Plan, facilitate, and evaluate regional and statewide training/retreats for all Councils.
9. Provide training and tools to enhance the PCAI Councils' capacity to be an effective and leading advocate for child abuse prevention in their communities.
10. Provide regular communications of Council-related materials; e.g., Council Directories, Council Profiles, appropriate communications from PCAA – including Position Statements, research articles, and resource materials.

## PCAI Chartered Council Responsibilities

1. Adopt a mission that is consistent with PCAI and PCAA's shared vision, core values, guiding principles, and position statements. (Appendix F)
2. Pursue prevention of child abuse and neglect by annually:
  - a. Sponsoring or participating in a collaborative community activity to raise awareness during Indiana Child Abuse and Neglect Prevention Awareness Month in April.
  - b. Coordinating at least one prevention education presentation or community forum/dialogue annually (with Council members or general public).
  - c. Sending at least one representative to the regional and statewide retreats.
  - d. Working steadfastly to develop a Board that represents diverse sectors of the community and welcomes and involves the community-at-large.
3. Provide information regularly to PCAI regarding the Councils' efforts to prevent child abuse and neglect; including: contact and Board member changes; 501 (c) (3) status changes; and, the submission of information for publication in the Council Courier newsletter.
4. Identify affiliation with PCAI on printed and promotional materials (Appendix D).
5. Pay the Chartering Fee of \$150.00 annually to **Prevent Child Abuse** Indiana; date of payment to be no later than December 1, 2009. Chartering agreements received after December 1 will require a payment of \$175.00.
6. Send a copy of the Council's annual work plan to PCAI by February 1, 2010.
7. Maintain an effective and financially stable 501 (c) (3) organization in accordance with Indiana statutes; *or* have another 501 (c) (3) organization be the agent; *or*, be in the 501 (c) (3) application process.
8. Use your best efforts to obtain insurance coverage that is reasonable and appropriate, including professional liability and general liability insurance.
9. Participate in periodic reviews of your operations by PCAI. Reviews will not occur more than one time per year unless the Council is in breach of this Chartering Agreement.
10. To the extent permitted by law, it is recommended that PCAI Chartered Councils conduct all possible background checks on all staff and Board members who work with children or represent the Council prior to hiring or electing them. These background checks would be done to determine that such individuals do not have a history of activities that involve child abuse or other behavior deemed inappropriate for representing the Council.
11. Conduct at least four (4) meetings per year of the Council's full Board of Directors.

## Charter Revocation Process

PCAI is committed to continued success of all PCAI Chartered Councils. We will provide assistance and training to strengthen PCAI Chartered Councils and to help overcome any problems they may be experiencing. However, PCAI believes a policy for revocation of the charter is necessary to protect the integrity of the program and to provide a process for review of serious issues. PCAI may revoke a Council's Charter under any one or more of the following conditions:

1. The Council activities are not consistent with PCAI's vision, mission, core values, guiding principles, and/or position statements.
2. A Council is unable to function in accordance with its own bylaws, fails to hold regularly scheduled Board meetings, and is unable to maintain Board members and/or voluntary members.
3. The Council, either by commission or omission, fails to maintain fiscal responsibility and/or financial viability in its community; or fails to pay the annual fee.
4. The Council violates ethical, moral, or legal mandates as stated or implied in the mission, purpose, and goals of PCAI.
5. The Council fails to submit information to PCAI as requested within the terms of the Charter Agreement or to meet the Charter Agreement terms.
6. The Council fails to have a representative at the regional or statewide Council retreats.

The following procedure will be used in the process of revoking a Council's Charter:

1. PCAI will communicate in writing to the Council President the reasons for the proposed revocation of the Charter. In the event that the Council has no President, PCAI will communicate in writing to the highest ranking officer.
2. The Chartered Council may make an appeal of revocation directly to PCAI's Program Director in writing within thirty days of receipt of the original correspondence.
3. Following the appeal process, the future relationship with the Council will be determined with written notification to concerned parties.

**Effect of Revocation of Charter:** In the event of the termination of a Council's Charter, PCAI will remove the Council from all mailing lists as a contact for local prevention efforts. The Council will discontinue any use of the name and logo indicating affiliation with PCAI and PCAA.

### **Procedure for a Council wishing to relinquish its charter:**

The Chartered Council's Board of Directors may relinquish its charter by submitting a letter of notification to the PCAI Community Partners Director, who (in accordance with the established Revocation Policy and Procedures, outlined in this Appendix) may revoke the charter.

## Logo, Tag Line and Materials Use

**Prevent Child Abuse** Indiana (PCAI) is responsible for ensuring the correct use and integrity of the identifying marks. The goal of PCAI is to bring cohesion to the messages and visual identity of all chartered Councils and affiliates, while branding the look of the organization. To that end, **Prevent Child Abuse** Indiana (PCAI) will provide and authorize use of the logo and tag line to all Chartered Councils providing that the use is within established guidelines. PCAI will provide each Chartered Council with camera-ready art and a copy of the logo on disk or via email for use on local publications and printed materials.

### Demonstrating Affiliation

Councils are required to identify affiliation with **Prevent Child Abuse** Indiana on printed, written and online materials using the line, “A Chartered Council of **Prevent Child Abuse** Indiana”. Examples:

**Prevent Child Abuse** Cass County  
A Chartered Council of **Prevent Child Abuse** Indiana

Ripley County Child Abuse Prevention Council  
A Chartered Council of **Prevent Child Abuse** Indiana

**NOTE: If your Council has no way to create an appropriate logo, please contact Mary Armstrong-Smith for assistance.**

### Using PCAI Materials or Literature

- PCAI logo, name, or contact information is not to be removed from any literature or materials produced by PCAI.
- A Chartered Council may add its own logo to PCAI’s material with prior written approval from PCAI.
- A Chartered Council may use information from PCAI’s materials, providing that PCAI is credited in writing on the document as the source of the information.
- Chartered Councils are not to change PCAI’s logo (for instance, printing it in a different color or cutting off the text portion)

### Website Standards

- Councils are expected to identify affiliation with PCAI on the front page of their websites using the line, “A Chartered Council of **Prevent Child Abuse** Indiana.”
- Chartered Councils are not to change PCAI’s logo (for instance, displaying it in a different color or cutting off the text portion)
- PCAI logo, name, or contact information is not to be removed from any literature or materials produced by PCAI.
- A Chartered Council may add its own logo to PCAI’s material with prior written approval from PCAI.

### Using Prevent Child Abuse America (PCAA) Materials or Literature

- PCAA logo, name, or contact information is not to be removed from any literature or materials produce by PCAA.
- A Chartered Council may add its own logo to PCAA’s material with prior written approval from PCAA.
- A Chartered Council may use information from PCAA’s materials, providing that PCAA is credited in writing on the document as the source of the information.
- Chartered Councils are not to change PCAA’s logo (for instance, printing it in a different color or cutting off the text portion)

## Prevention – Definitions and Activities

For purposes of this Chartering Agreement:

1. **Primary prevention** efforts are defined as programs and activities that are provided to the general public, an example of which would be PCAI's Prevention Education program.
2. **Secondary prevention** efforts are defined as programs and activities that are directed at particular individuals or groups at risk.
3. **Tertiary prevention** efforts are defined as programs with a principal focus on populations that have already experienced abuse with the purpose of preventing future abuse.

The following are examples of prevention activities:

### Primary Prevention

- Public awareness and education efforts (annual fundraisers, exhibits, LifeSavers, Roof Sit events, vigils, pinwheels)
- Prevention education programs for children, parents, caregivers
- Child abuse prevention and treatment training for adolescents and adults
- Public policy efforts
- Speakers Bureau—Trained individuals presenting information regarding the prevention of child abuse and neglect to interested groups in your community, i.e. Rotary, Exchange Clubs, Kiwanis, churches, etc.
- Support and education programs for prospective and new parents such as Promoting Non-Abusive Behavior, First Steps, and general parent education programs
- Violence prevention education programs
- Life skills curricula in schools
- Parenting skills classes

### Secondary Prevention

- Healthy Families Indiana Home Visitor Program for High Risk Families

### Tertiary Prevention

- Survivor Support Programs
- Child advocacy centers
- Education programs and support groups for abused children and/or perpetrators
- Court-Appointed Special Advocates (CASA) or other programs for families already in the CPS system
- Prevention and parent education programs in juvenile detention facilities and prisons

**Chartered Prevention Councils are expected to focus the majority of their efforts on Primary Prevention activities.**

## Prevent Child Abuse Indiana

### Vision

To live in a (nation, state, community) where children flourish free from abuse and neglect

### Core Values

Valuing Children - We believe that:

- Every child deserves to be cherished and nurtured in a safe and healthy environment.
- Abusing a child in any way is unacceptable.
- Societal values must change so that everyone recognizes that abusing a child is unacceptable.
- We work to prevent child abuse and neglect so that all of our children can grow to realize their full potential.

Strengthening Families – We believe that:

- Family members and caregivers want to be successful in raising children.
- We help to strengthen families and prevent child abuse and neglect by providing families with the information, education, and support they need and want.

Engaging Communities – We believe that:

- The prevention of child abuse and neglect occurs most effectively at the local level, in safe, healthy, and nurturing communities.
- By giving communities access to the support, education, and tools they need to care for and nurture their children, we can prevent child abuse and neglect.

### Guiding Principles

Leadership:

- We will strive to provide the leadership necessary to advance our mission to prevent child abuse and neglect.
- We will seek board members, employees, partners, and volunteers who are willing and capable to assume the responsibilities of leadership.

Collaboration:

- We will seek and create opportunities for collaboration and shared leadership with individuals and organizations that share our vision, mission, and core values.

Integrity:

- All of our actions will be guided by adherence to an uncompromising standard of conduct, in accordance with standards set forth by the Board Source.

Diversity and Respect:

- We embrace inclusiveness in all aspects of our organization from the people with whom we work, collaborate and serve, to the ideas and solutions we develop and implement in support of our mission.
- We will strive to ensure cultural sensitivity and competency throughout our materials and activities.

Research-based:

- We are committed to – and our work, programs and services will be grounded in – continuous and rigorous research and evaluation.

# Prevent Child Abuse Indiana – Graphic Style Guide

## colors

Primary colors



PMS 286



PMS 470

Complimentary colors



PMS 291



PMS 467

## fonts

ITC Franklin Gothic Std family

Book Compressed

*Book Compressed Italic*

**Demi Compressed**

***Demi Compressed Italic***

Book Condensed

*Book Condensed Italic*

Medium Condensed

*Medium Condensed Italic*

**Demi Condensed**

***Demi Condensed Italic***

Book

*Book Italic*

Medium

*Medium Italic*

**Demi**

***Demi Italic***

**Heavy**

***Heavy Italic***

## logos

Horizontal #1



**Prevent Child Abuse  
Indiana**

A Division of The Villages

Horizontal #2



**Prevent Child Abuse** Indiana

A Division of The Villages

Vertical



**Prevent Child Abuse  
Indiana**

A Division of The Villages

Wordmark

**Prevent Child Abuse** Indiana

A Division of The Villages

Logo



# Prevent Child Abuse Indiana Chartered Council Logo Guidelines

Horizontal #1



Horizontal #2



Vertical



Wordmark



Logo





**Prevent Child Abuse  
Indiana**

A Division of The Villages

Children are the living messages we send to a time we will not see.  
~John W. Whitehead

October 1, 2009

Dear Prevention Council Members:

Thank you for everything you do to promote the cause of primary prevention. The dedication you bring to this work is amazing, and those of us at PCAIN are very grateful for your gifts of time and talents.

There are so many of you who share yourselves with us, and it's vital to keep track of everyone. The faces behind each Council change over time. Councils elect officers at different times of the year. Sometimes people leave and are replaced by other people. Sometimes new people join the group and contribute exciting talents and abilities. These are natural developments in organizations that depend on the good graces and generosity of people who are willing to share their time and talents.

We are also asking for information about how your Council is structured, since each one is unique. For those of you whose Councils are 501 ( c ) ( 3 ) non profit organizations, please be sure to attach a copy of your letter from the Internal Revenue Service.

If you have questions, please contact me. My goal is to help each Council to fulfill its purpose and for each volunteer to have a meaningful experience as we work together to eliminate abuse and neglect. Thank you for everything you do!

Sincerely,

*Mary*

Mary Armstrong-Smith, Community Partners Director

Prevent Child Abuse Indiana

317-542-7002 ext. 18

Council Line: 888-542-7064

[Msmith.pcaain@villages.org](mailto:Msmith.pcaain@villages.org)

[www.pcaain.org](http://www.pcaain.org)

[www.facebook.com/preventchildabuseindiana](http://www.facebook.com/preventchildabuseindiana)

<http://preventchildabuseindiana.blogspot.com/>

# Prevent Child Abuse Indiana 2010 Prevention Council Contact Information

COUNCIL NAME: \_\_\_\_\_

COUNTY/COUNTIES SERVED: \_\_\_\_\_

## Primary Contact Information

*This information will appear on the Prevent Child Abuse Indiana website so that people can contact your Council. We will also use this information to send postal mail.*

MAIN CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Street or P.O. Box

City

State

Zip

EMAIL: \_\_\_\_\_

PHONE NUMBERS:

Home (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

Office (\_\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_

**DESCRIPTION OF COUNCIL ACTIVITIES:** *Please provide a brief description of your Council's activities. For instance, you may want to include regularly scheduled events that you conduct or special community initiatives. This description will be included in the information about your Council on the PCAIN website.*

*If your primary mailing address is a post office box, please also provide a street address for shipping materials to you. UPS does not deliver to post office boxes. The shipping address will NOT appear on the website.*

SHIPPING ADDRESS: \_\_\_\_\_

Street

City

State

Zip

## Council Background & Structure

What year was your Council established? \_\_\_\_\_

Is your Council a 501 ( c ) ( 3 ) nonprofit?  yes  no  not sure

*If yes*, please attach a copy (NOT the original) of your 501 ( c ) ( 3 ) letter from the IRS  Attached

*If no*, does another agency serve as a fiscal agent for your Council?  yes  no

*If yes*, please state the agency name: \_\_\_\_\_

Are your Council bylaws up to date?  yes  no Date of last revision if known: \_\_\_\_\_

What is your Council's approximate yearly budget? \_\_\_\_\_

Major sources of funding: \_\_\_\_\_

When do you usually hold your meetings? (*Please be specific, such as "2<sup>nd</sup> Monday at 1 p.m., monthly"*)

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Frequency: \_\_\_\_\_

Meeting location (exact address):  
\_\_\_\_\_

When do you usually hold officer elections? \_\_\_\_\_

How many people serve on your Council? \_\_\_\_\_

Does your Council have a paid Coordinator, Director or other staff?  yes  no

Does your Council have a website?  yes  no

*If yes*, what is the web address? \_\_\_\_\_

Does your Council website include a link to the PCA Indiana website?  yes  no

## Prevention Council Officers

**PRESIDENT:** NAME: \_\_\_\_\_

TERM OF OFFICE EXPIRES: \_\_\_\_\_  
Month Year

MAILING ADDRESS: \_\_\_\_\_  
Street City State Zip

EMAIL: \_\_\_\_\_

PHONE NUMBERS:

Home (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Office (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

**VICE PRESIDENT: NAME:** \_\_\_\_\_

**TERM OF OFFICE EXPIRES:** \_\_\_\_\_  
Month Year

**MAILING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**EMAIL:** \_\_\_\_\_

**PHONE NUMBERS:**

Home (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Office (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

**SECRETARY: NAME:** \_\_\_\_\_

**TERM OF OFFICE EXPIRES:** \_\_\_\_\_  
Month Year

**MAILING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**EMAIL:** \_\_\_\_\_

**PHONE NUMBERS:**

Home (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Office (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

**TREASURER: NAME:** \_\_\_\_\_

**TERM OF OFFICE EXPIRES:** \_\_\_\_\_  
Month Year

**MAILING ADDRESS:** \_\_\_\_\_  
Street City State Zip

**EMAIL:** \_\_\_\_\_

**PHONE NUMBERS:**

Home (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Office (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

## Prevention Council Members

Please provide the names and contact information for other members of your Council who do not serve as officers. **Depending on the number of members, you may need to duplicate this page.**

NAME: _____	
EMAIL: _____	
PHONE NUMBERS:	
Home (_____) _____	Fax (_____) _____
Office (_____) _____	Cell (_____) _____

NAME: _____	
EMAIL: _____	
PHONE NUMBERS:	
Home (_____) _____	Fax (_____) _____
Office (_____) _____	Cell (_____) _____

NAME: _____	
EMAIL: _____	
PHONE NUMBERS:	
Home (_____) _____	Fax (_____) _____
Office (_____) _____	Cell (_____) _____

NAME: _____	
EMAIL: _____	
PHONE NUMBERS:	
Home (_____) _____	Fax (_____) _____
Office (_____) _____	Cell (_____) _____

**Anticipated Needs for 2010**

Check all that apply:

- Strategic planning       Volunteer recruitment       Board Orientation
- Other needs (please describe):

Form completed by: \_\_\_\_\_  
*Please Print Name*

Signature: \_\_\_\_\_

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

**Please return completed form to Prevent Child Abuse Indiana by December 1, 2009.**

**Mailing Address:  
Prevent Child Abuse Indiana  
9130 Otis Avenue  
Indianapolis IN 46216**