

Group Name:

Group Dates:

Contact Person:



Protection of Minors Criminal Background Check Verification

It is the policy of the University of San Francisco to obtain annual criminal conviction information on current employees, students, and volunteers whose assignments involve contact with minors outside the scope of faculty/student instruction. It is also the policy of the University of San Francisco to require third parties using campus facilities for youth-serving programs or activities to conduct the following checks on all adults associated with the program/activity:

- a. Background Checks: Conduct criminal history and sex offender checks on staff and volunteers who exercise responsibility over minors. No authorized adult or volunteer in a direct contact position may work with minors until a satisfactory criminal history check has been completed. *USF may require third parties to provide documentation showing satisfaction of training and background check requirements upon request.*
- b. Group must agree to have fully screened alternate staff and volunteers on standby if an active staff/volunteer cannot perform his/her duties.
- c. Group must agree to provide all staff and volunteers' safety training with respect to first aid, CPR (if appropriate), harassment, bullying, sexual harassment, sexual assault, protection of minors, and rules of conduct.

I certify that all employees and volunteers who will have any contact with minors have successfully passed a criminal background check in accordance with the requirements above.

Signature of Program Director

Printed Name

Date

LIST OF APPROVED STAFF MEMBERS OR VOLUNTEERS WHO WILL BE WORKING WITH MINORS DURING GROUP'S STAY.

- | | |
|---------------|-----------|
| 1. First Name | Last Name |
| 2. First Name | Last Name |
| 3. First Name | Last Name |
| 4. First Name | Last Name |
| 5. First Name | Last Name |