Background Check Process

Complete Background
Check Forms with
Names and Email
Addresses of all
Employees and
Volunteers

Submit Form(s) to
Conference and
Institutes at Least 30
Days Prior to Start Date

Form is submitted to Human Resources

Human Resources
Writes the Date of
Last Background
Check of Employees

Human Resources
Submits Request for
Subsequent
Background Checks
for Employees and
New Background
Checks for Volunteers

Human Resources Notifies
Conferences and Institutes of Any
Volunteer Not Endorsed to Work
with Youth Program and Bills the
Camp \$28/background check

Conferences and Institutes
Notifies Camp Coordinator of Any
Volunteer Not Endorsed to Work
with Youth Program

Human Resources Notifies Camp Coordinator of any Employee Not Endorsed to Work with Youth Program