

Annex G

Quick Information on Background Clearance Requirements

All Authorized Adults and Youth Program Staff responsible for the welfare of children are required to receive an annual background clearance in accordance with University Policy 6021 before the event or program:

1. Criminal background checks will include a criminal felony and misdemeanor court search based on a social security number trace and a National Sex Offender Registry search as well as other appropriate sources of background information.
2. The Office of Risk Management and the Youth Program Coordinator thereof, is responsible for running background clearance check for all Youth Programs and will consist of an online system to facilitate background screening in an FBI approved way by allowing driver's licenses and official State identification to be scanned without exposing critical Criminal Justice Information Services (CJIS) data to the operator.

Type of Authorized Adult	How They Complete Background Clearances
ODU Employees & Student Workers	Obtained during the onboarding process with the Office of Human Resources. Results are on file with the Office of Human Resources. With permission from the authorized adult, status may be obtained via the online system utilized by ODU Risk Management if the purpose of their hire is solely to support an ODU sponsored Youth Program or Camp.
ODU Volunteers	Must be reported to the Office of Human Resources via the " Volunteer Agreement – Non-Research " form found on the ODU website. Clearances are obtained by the Office of Risk Management when notified by Human Resources sending a copy of the executed "Volunteer Agreement – Non-Research" for a volunteer participating in a Youth Program.
Student Volunteers	Not required to complete the background clearance process if: <ul style="list-style-type: none"> <input type="checkbox"/> he/she is currently enrolled at ODU and ODU is sponsoring the event <input type="checkbox"/> he/she is volunteering for a Youth Program event on ODU property <input type="checkbox"/> he/she is not responsible for a child's welfare <input type="checkbox"/> the event is not for minors in the care of a child-care service
Non-University Volunteers	Must be: <ul style="list-style-type: none"> <input type="checkbox"/> sponsored by an approved non-University Youth Program, <input type="checkbox"/> comply with University Policy # 3014 <input type="checkbox"/> be cleared through a process no less stringent than that used by the University <input type="checkbox"/> is subject to University screening at any time prior to or during the event. <p>The non-University event's Youth Program Director or Administrator must ensure compliance with University Policy(s) #6021 and #3014.</p>
Non-Employee Adults in Non- University Sponsored Programs	Must: <ul style="list-style-type: none"> <input type="checkbox"/> comply with University Policy # 3014 <input type="checkbox"/> be cleared through a process no less stringent than that used by the University <input type="checkbox"/> is subject to University screening at any time prior to or during the event. <p>The non-University event's Youth Program Director or Administrator must ensure compliance with University Policy(s) #6021 and #3014.</p>