

Checklist for PCPO Summer Programs

This checklist was designed to help guide you through the process of initiating level 2 background checks for your approved PCPO program. For any questions regarding this process, please contact Recruitment Services at empl@fau.edu.

- Received PCPO approval email and initial email from Human Resources: _____
- If you have not received approval from PCPO, contact Karen McDaniels to complete your program application.
- Review email received from HR complete the attached spreadsheet listing any potential employees or volunteers including current staff who will be assisting with the program. Make sure to submit the completed spreadsheet by the deadline listed in the email.
- Have all potential employees and volunteers complete the following forms:
 - Privacy Policy
 - Clearinghouse Form (contains sensitive information)
 - DCF Affidavit of Good Moral Character (**must be notarized**)
- Once complete, submit the forms in person to HR (building 4, first floor) or via filelocker. Please refer to the email provided by HR for more information on filelocker.
- When the forms and the spreadsheet are received by HR, Recruitment Services will review material to ensure everything is completed and will update the spreadsheet to include if a level 2 check is required and what needs to be complete in Workday (if applicable) for each person listed. Recruitment Services will also initiate level 2 background checks for your program and notify your department as the background checks are approved.
- You have received notification that the background check is approved. Review the email from Recruitment Services as it will detail the next steps required, if any for each volunteer/staff member working with the program. All Workday processes must be completed prior to the volunteers/employees start date.
- If you have additions or changes to the staff or volunteers participating in the program, Recruitment Services must be notified immediately, and all required forms must be submitted immediately.
- If there are changes/additions to staff or volunteers within 2 weeks of the start of the camp, the new volunteers or staff will not be able to begin their assignment until after their background checks have been approved by HR. There are no exceptions for this.
- Start of your camp: You should receive an email confirming that all background checks have been approved and that all WD processes have been completed.