

## Background Investigation Process for Programs, Events, and Camps with Minors

### **Information for Event Coordinators:**

The process set forth below governs the background investigation procedure for all faculty, staff, students or volunteers participating in events that involve minors (“Event Staff”). For all such events, George Mason University requires background investigations for Event Staff that will be supervising and participating in events that meet any one of the following threshold criteria:

- The event involves one or more “minors,” defined as an individual under the age of 18; and
- At any given time, at least one minor is in the sole custody of a George Mason University employee or staff of an event; or
- A university organization number is associated with the event or a separate contract is executed with university employee(s) responsible for the event.

**Exceptions:** Staff will not be subject to the background investigation requirements if:

- each of the minors that will be under their custody or supervision are students actively enrolled at the University (i.e., possess a G-number).
- the staff member has a current background investigation report on file with the University (report is less than three years old).

**Process:** The following process will be observed for all events which meet the criteria set forth above:

1. Each event will have a designated Event Coordinator.
2. The Event Coordinator will notify Event Staff of the background check requirement and provide them with an explanation of the process and expectation of cooperation.
3. The Event Coordinator will complete and sign (handwritten or electronically) the *Staff Information* form identifying all anticipated Event Staff and confirming event details and budget information. This form must be submitted to Human Resources and Payroll as soon as possible and no later than ten (10) business days prior to the start of the event. Incomplete forms will not be processed until all information is received.
4. Once submitted, the background check team (Human Resources) will review the form to identify staff that already have a current background check on file. This information will be shared with the event coordinator. Staff without a current background check will receive an email from the vendor Truescreen ([applicationstation@truescreen.com](mailto:applicationstation@truescreen.com)) which will include a link to their background check request.
5. Event Staff must complete the request in a timely manner to ensure that a background investigation is **completed prior to the event**. Once an Event Staff member submits his or her information, it takes our vendor approximately two (2) business days to complete the background investigation report. **On the first day of the event, staff with incomplete background checks (in processing status or not submitted) will not be allowed to participate.**
6. Human Resources will review the background investigation reports. Event Coordinators will be notified of all background checks that are completed successfully. If a report reveals criminal behavior, that may disqualify Event Staff from working with minors or for the university, Human Resources will address the issue with the Event Staff member or Event Coordinator as necessary in accordance with University Policy 2221.
7. Once the event is complete, Human Resources will send the Event Coordinator and Budget Contact information regarding payment.



