

Background Investigation Process for Camps and Enrichment Programs

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 after May 19, 2012, George Mason University requires background investigations for all Event Staff. This process applies to individuals 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 employees 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

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 all Event Staff of the background check requirement and provide them with an explanation of the process and expectation of cooperation (see *George Mason University Staff Background Investigation Requirement for Camps and Enrichment Programs form*).
3. The Event Coordinator must complete the *Event Staff Information for Camps and Enrichment Programs* form identifying all anticipated Event Staff. This form must be submitted to Human Resources and Payroll as soon as possible and no later than five business days prior to the start of the event.
4. Human Resources and Payroll will distribute the Background Investigation Form.
5. All Event Staff must complete a *Background Investigation Consent and Disclosure Form* and submit to Human Resources and Payroll. Human Resources and Payroll will submit Event Staff information to HireRight, a third-party background investigation company.
6. Event Staff must complete the Background Investigation Consent and Disclosure Form 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 approximately four business days to complete a background investigation.
7. Human Resources and Payroll will review the background investigation reports.

If a report reveals criminal behavior that may disqualify Event Staff from working with minor or for the university, Human Resources and Payroll will address the issue with the Event Staff member or Event Coordinator as necessary in accordance with [University Policy 2221](#).

Exceptions:

- University employees 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).
- Event Staff will not be subject to this process if they have a current background investigation report on file with the University.

If you have questions or concerns, please contact Human Resources and Payroll at bkground@gmu.edu, or (703)993-1275



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

Staff Information for Camps and Enrichment Programs

Event Coordinator: This form must be completed electronically, printed and signed where indicated below. Submit the form to Human Resources and Payroll no later than five business days prior to your event. **Mailing Address:** Human Resources and Payroll, 4400 University Dr., University Hall, MS 3C3, Fairfax, VA 22030 **Fax:** (703) 993-4275 or (703) 993-2601 **Email:** bkground@gmu.edu

I am the Event Coordinator for the event referenced below. The individuals listed on this form represent all of the anticipated Event Staff members for the event, as of the date of my signature. I have informed each individual of his or her requirements under the background check process. I am aware that event staff must report suspected incidents of child abuse or neglect within 24 hours, pursuant to Va. Code § 63.2-1509. Failure to report such incidents may result in financial or criminal penalties. I certify that all information on this form is true and complete. By signing below I, as the coordinator of this event, acknowledge that we are responsible for paying for the background investigations for each of the employees listed below. I will promptly notify Human Resources and Payroll of any additions or changes to this list.

Signature: _____ **Date:** _____

Event Information			
Event Name:			
Event Coordinator:		Phone #:	
E-mail:		Cell Phone #:	
Event Start Date			

Payment Information			
Budget Contact Name:			
Contact Phone #:		E-mail:	
Org #:		Acct #:	

Event Staff Information			
First Name	Last Name	Phone #	E-mail Address

