

Protocol for Background and Sex Offender Registry Checks for Youth Summer Camps

1. Contact Stella Watts in Human Resources at [swatts@unomaha.edu](mailto:swatts@unomaha.edu) to receive the appropriate background check paragraphs and links to send to all Activity Workers and Volunteers.
2. Stella will email the background check paragraphs and links with explanations for each for you to copy and send to all Activity Workers and Volunteers.
3. Copy, paste, and email the appropriate paragraphs and link to all Activity Workers and Volunteers. (NOTE: Please carefully read the background check explanations BEFORE copying, pasting, and sending in an email. Contact Stella if you have any questions.)
4. Compile a list of names for Activity Workers and Volunteers.
5. Email the **completed** list to Stella at [swatts@unomaha.edu](mailto:swatts@unomaha.edu).
6. As background and sex offender registry checks are completed, Stella will email you the following status updates by replying to your email:
  - a. **Green** = Activity Worker/Volunteer has cleared both the Background Check and Sex Offender Registry Check
  - b. **Blue** = Activity Worker/Volunteer has submitted their online information on the background check website and it is pending
  - c. **Yellow** = Activity Worker/Volunteer has not submitted their information on the background check website
  - d. **Red** = Flagged information on the Activity Worker/Volunteer; Stella will send a separate email regarding the status to Activity Directors
7. When your list of active Activity Workers/Volunteers have all been cleared, please complete the Google doc regarding Activity Workers and cell phone numbers.
8. Answer the following question on the Google doc: "All Activity Workers have been cleared from the following criminal activities: any sexual offense; felony assault, including domestic violence related incidents; child abuse, molestation, or other crime involving endangerment of a minor; murder; kidnapping. Sex Offender Registries must also be verified."
  - a. If a waiver is needed, please submit as soon as possible for consideration.