

Protection of Minors on Campus

Program Checklist for University Staff and Volunteers

Southern Utah University ("SUU or "University") has adopted a policy for [Minors on Campus and at University-Sponsored Events](#) (Policy 5.64) to establish safeguards for children under the age of 18 who participate in University activities and programs on campus or under the authority and direction of the university at other locations. This checklist is intended to be a quick reference for your program. For complete information please visit

<https://www.suu.edu/erm/protection-minors.html>

Protection of Minors Policy Requirements	Please check all that apply (all required)	Resources/Links
Registration of Staff, including Volunteers	<input type="checkbox"/> Complete the Roster Submission and Statement of Acknowledgement Form for program staff. This will be sent to you in an email from your Program Director	If you are interested in working in a particular program contact the Program Director for more information
Volunteer Form, if applicable (Required for all unpaid staff)	<input type="checkbox"/> Complete the SUU Volunteer Services Form. This will be sent to you in an email from your Program Director	All unpaid staff members must complete the SUU Volunteer Services Form. If you have not received one, please contact your Program Director and request it.
Mandatory Training for all Program Staff, including Volunteers	<input type="checkbox"/> Complete mandatory online training. This will be sent to you in a separate email once you have completed the Roster Submission and Statement of Acknowledgment Form for program staff is completed.	Online Training Module Required for all Program Staff and Volunteers All program staff and volunteers are required to complete training every two years.
Background Checks	Only Authorized Adults are required to have a Fingerprint Background Check. Please verify with your Program Director if you are an Authorized Adult. If so, continue with the following steps: <ul style="list-style-type: none"> <input type="checkbox"/> Print and Complete Step 1 of the Staff LiveScan Fingerprinting Authorization Form. <input type="checkbox"/> Ensure that your Program Director has completed Step 2 of the Staff LiveScan Fingerprinting Authorization Form. <input type="checkbox"/> Call the SUU Police Department to schedule a LiveScan Fingerprinting appointment. Make sure that SUU PD completes Step 3 of the Staff LiveScan Fingerprinting Authorization Form. <input type="checkbox"/> Return the completed form to the Human Resources Office. 	LiveScan Fingerprinting Authorization Form SUU Police Department Phone: 435-586-7793 SUU PD is located at 36 North 300 West <ul style="list-style-type: none"> • LiveScan Fingerprint background checks must be renewed every 4 years • Staff who work in covered Programs but do not have Direct Contact with Minors and who have not undergone a background check may be allowed to work in a covered Program with approval from the ERM office and when certain circumstances are met.