

Camp Background Check Request Policy & Process

March 2023

Purpose: The Clemson Athletics Department is committed to responsibly and safely sponsoring youth activities related to competitive Athletics and which provide opportunities to learn skills and strategies and engage in competitive experiences.

Policy: <https://clemsonpub.cfmnetwork.com/B.aspx?BookId=10882&PageId=453038>

Process: The online background request form has been updated so that the background requests from the departments will be mass uploaded and submitted to Truescreen twice daily.

- Camp owners/directors should allow up to 4 weeks for a background check to be completed.
- Background checks should be requested on the following site:

<https://www.clemson.edu/human-resources/forms/background/index.html>

- When completing the form, Camp owners/directors should address each section as follows:
 - ensure they have the correct email addresses for camp staff members and enter account information for their respective sports (see below).
 - *Is this Background Check for a Youth Camp or Program?:* click 'Yes'
 - *Camp/Youth Program Name:* list their respective sport (e.g., Men's Basketball, Women's Basketball, etc.)
 - *Job Opening ID:* leave empty
 - *Is the position a Temporary, TLP, TGP, Student or Volunteer role?:* click 'Yes'
 - *Type of Request:* select Volunteers or Volunteers + MVR (if staff member will be responsible for transporting campers)
- The individual who submits the request should receive notification of the requests upon submission and when the background check is complete.
- Direct any questions you have to [Ask-HR](#) or kmyoung@clemson.edu.
- Account Information:

Account	Fund	Department	Program	Class	Project
7040	16	*	901	155	1600071

*Department					
7121	Baseball		7132	Women's Soccer	
7122	Softball		7135	Men's Tennis	
7123	Men's Basketball		7136	Women's Tennis	
7124	Women's Basketball		7137	Men's Track	
7126	Football Camp		7138	Gymnastics	
7128	Volleyball		7140	Lacrosse	
7129	Men's Golf		7141	Women's Track	
7130	Women's Golf		7142	Rowing	
7131	Men's Soccer		7145	Spirit Squad	
7121	Baseball				