Summer Camp Leader Packet
SUMMER CAMP POLICY & REQUIRED FORMS FOR CAMP STAFF

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>3</td>
</tr>
<tr>
<td>Special Care</td>
<td>3</td>
</tr>
<tr>
<td>Fee Payment, Camp Changes</td>
<td>3</td>
</tr>
<tr>
<td>Cancellations and Refunds</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>Security</td>
<td>4</td>
</tr>
<tr>
<td>Parking Services</td>
<td>4</td>
</tr>
<tr>
<td>Dining Services</td>
<td>4</td>
</tr>
<tr>
<td>Housing Guidelines</td>
<td>4</td>
</tr>
<tr>
<td>Minors Policy</td>
<td>5</td>
</tr>
<tr>
<td>Registration Forms for Programs with Minors</td>
<td>11</td>
</tr>
<tr>
<td>Programs with Minors Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Working with Minors Training Form</td>
<td>13</td>
</tr>
<tr>
<td>Background Investigation Consent</td>
<td>14</td>
</tr>
</tbody>
</table>
Policies Pertaining to Summer Camps

General
Armstrong State University hosts a wide variety of camps, clinics, workshops, and conferences each summer. This policy statement is intended to provide guidance to those involved in certain types of these activities. For purpose of definition, this policy covers the following types of summer programs:

- Those which include minor child participants under the age of nineteen (19) years who are here for some type of instructional program that involves use of Armstrong State University facilities
- Those in which participants are dropped off and picked up for day camp activities.
- Those in which participants remain overnight in on-campus residence halls.

Special Care
It is imperative that campers be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the University. Armstrong State University and its employees should provide a reasonably safe environment for participants in the various programs sponsored by the University and attempt to ensure that clients using University facilities for their activities do the same.

Fee Payment, Camp Changes, Cancellations, & Refunds
Complete payment for camp sessions is due upon registration. This includes all registration fees, meals while attending camp, housing if attending an overnight camp and all camp activities.

All fees are non-refundable. Registration, required forms and payment in full must be received within 1 month prior to the first day of camp in order to reserve camper attendance for the desired Armstrong State University summer camp program. No exceptions will be made.

Each camp session is self-supporting and must meet minimum enrollment requirements. If a camp session must be cancelled, affected campers will have the option of enrolling in an alternative session with space available or receive a full payment refund.

Emergency Information
In case of an emergency, Armstrong State University summer camp staff will first attempt to contact the parent(s) and/or guardians(s) of the campers with the contact information given on the camper’s registration form. If parent(s) and/or guardians(s) cannot be reached the alternate emergency contact(s) will be notified. Emergency contacts must be authorized for pick-up.

It is imperative that all emergency contact information be accurate and up-to-date. (See attached form for Emergency Contact/Pick-up Info)

Security
Security, in general, will be the responsibility of the camp staff and Armstrong State University Police. During the program day, camp staff will be expected to stay with campers at all times except for specific programmatic activities in which it might not be reasonable or appropriate to remain with them; i.e., certain types of recreational activities, etc. At night, if applicable, a sufficient number of camp staff/coaches/sponsors/counselors should remain with youth campers in the residence halls to provide control and security.
Parking
All camp participants are required to abide by University parking regulations while on campus. All should be advised of areas in which they should park their vehicles while on campus. If camps include participants who are under the age of 18 and will be remaining overnight on campus, care should be taken by the Camp Director to ensure that no unauthorized use of vehicles occurs during the period camp is in session. If keys are collected, they should be secured in a responsible fashion and returned to the campers at the end of the camp session.

If vehicles are driven to Armstrong for summer camp participation, a parking permit form must be filled out completely and accurately and sent in with camp registration. Parking permits can be picked up upon check-in. Parking permits MUST be displayed on the dashboard of your vehicle at all times while attending summer camp on Armstrong State University campus, NO exceptions.

Dining Services
The Galley is our new resident dining hall located within the Student Union. The Galley offers a wide selection of dining options. If there are any allergies or special dietary needs, please contact us to discuss these.

All meals for Overnight registered camp attendees are included in camp registration fees. The Galley will be available for day camp attendees on an all a carte basis only if 50 or more campers are registered. Campers will be escorted to and from The Galley by a summer camp representative at all times.

Housing Guidelines and Procedures
Armstrong State University’s residence halls are designed to provide reasonable security for overnight campers. A RA Resident Manager, who is a student, resides in each building in order to assist with logistical and maintenance requests. Campers will be issued individual room keys. Camp staff will be provided keys or access cards to the external doors of assigned buildings. As a security precaution, external doors are generally kept locked (from the outside) except during periods when campers should be moving in and out; e.g., check-in, meal times, etc.

Campers will be responsible for check-out and returning keys at the close of camp. Lost keys need to be reported immediately to the housing staff so they can be deactivated and replace. Replacement keys/cards and changing the locks will be a $75 per lock charge billed to the user group.

Room Assignment Guidelines
- It is expected that two people will be assigned to each double room.
- Exceptions may be made when circumstances require individuals providing supervision to be assigned to separate floors of the residence hall, etc.
- Except in cases involving family members or staff assigned to provide supervision and/or control of campers, it is considered best to assign male and female campers to different residence halls.
- If male and female campers are assigned to the same residence hall, control is usually facilitated by assigning male and female campers to different floors—if this is not reasonable, attempt to confine exceptions to the 1st floor of the residence hall.
- Use single rooms to deal with unusual lodging situations...do NOT make assignment of unrelated males and females in such fashion that they would be expected to share a common bath.
Title of the Policy: Minors on Campus

Functional Area: Campus Wide

Applies To: All Faculty, Staff and third party programs

Policy Reference(s): None

Number: 01

Date Issued: 1 February 2016

Page(s): 5

Responsible Person

The University Counsel is responsible for implementing, monitoring and revising this policy.

Purpose / Rationale

Armstrong State University (ASU) is committed to the safety of all individuals in its community. The University has particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. This Policy establishes guidelines for those in the university community who may work or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

Scope

This policy provides guidelines that apply broadly to interactions between minors and university students, faculty, staff and volunteers in university-run or -affiliated programs or activities. This policy also establishes requirements for non-university organizations and entities that operate programs or activities involving minors on campus, and university agreements with such organizations and entities shall reflect those requirements. All (ASU) students, faculty & staff, and non-employees/students involved in third party programs on campus are responsible for understanding and complying with this Policy. Appendices and form related to this policy set forth specific requirements and procedures and may be updated from time to time.

The administrative requirements of this policy do not apply to programs or activities involving:

- Matriculated ASU students who are Minors.
- Minors who are employed at ASU, however, if a Minor employee will be working in a Covered Program, he/she will be required to complete a background check and training as required by this policy.
- Minors participating in Institutional Review Board approved research.
• Patient care-related activities pertaining to Minors at ASU managed clinics.

Anyone covered by this policy who knows or suspects that an undergraduate student under the age of 18 has been abused or neglected must, however, make reports as described below.

Definitions

**Authorized Adult.** An adult who has complied with the requirements to be present with Minors under this Policy and who is responsible for either escorting, accompanying or supervising Minor(s) participating in any program under this policy. In order to qualify as an Authorized Adult, an individual must comply with all applicable registration, background check, and training requirements implemented pursuant to this policy.

**Parent(s) or Legal Guardian(s).** Although a parent or legal guardian may supervise their own minor children and their guests who are Minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a Program (including one in which his or her Minor participates) unless they are in compliance with the requirements outlined under this policy.

**Minor(s).** Persons under the age of eighteen (18). The University reserves the right to condition, restrict or deny access to university facilities by Minors at its discretion. All Minors, including those participating in programs, shall be subject to all university regulations while on campus, and may be asked to leave the campus if unable to comply.

**Covered Program.** Any program or activity in which Minors will be physically present and participating, offered by any academic or administrative unit of the university, or by non-university groups using university facilities, properties and any areas owned or controlled by the University. “Covered Program” includes but is not limited to all sport camps, workshops, academic camps, mentoring programs and academic competitions.

“Covered Program” does not include single performances or events open to the general public that are not targeted toward Minors, but which Minors are permitted to attend (such as varsity athletic competitions, plays, concerts); general public events where parents/legal guardians are invited and are expected to accompany and provide supervision to minors in their care; visits and tours for prospective students organized by the Office of Admissions.

**Abuse or Neglect of Minors** for purposes of this Policy means infliction of physical or mental injury, sexual abuse or exploitation, or negligent treatment or maltreatment of a Minor. Sexual abuse includes engaging in or attempting to engage in a sexual act or sexual contact with a minor, causing or attempting to cause a Minor to engage in sexually explicit conduct, or exposing the minor to sexually explicit conduct. Neglect includes the failure to make reasonable efforts to prevent the infliction of abuse upon a person under age 18.

**Campus** for purposes of this policy means all buildings, facilities, and properties that are owned, operated, managed, or controlled by the University.
Guidelines and Responsibilities

Program Director Responsibilities

The person in charge of the Program or a designee (Program Director) shall register the Program with Conferences & Events within sufficient time to meet the requirements of this policy.

In the case of third party events, appropriate written contract(s) shall be executed.

After the program is registered, the Program Director will be required to ensure that planned Program Staff complete background checks and training as required by this policy and provide documentation to the Office of Human Resources. Human Resources will provide verification of training and/or a background check completion for program staff who have already completed these items.

In all covered Programs, the parent/guardian and Minor shall execute a university Participation Agreement (Assumption of Risk, Release of Claims, Indemnification, and Hold Harmless Agreement Form). Program Directors shall submit these forms to Conferences and Events.

Obtain medical and emergency information from participants. Program Directors should retain this information. A sample form is available at the Reservation and Conference Services web page.

Program Directors are responsible for ensuring the minimum level of supervision (see table below).

Required Supervision (Adult to Minor ratios)

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<th>Number of Overnight Participants</th>
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External Programs

All External Programs must secure appropriate institutional approval prior to utilizing University facilities for a Program involving Minors. External Programs involving Minors should have appropriate safeguards and procedures in place to ensure the safety of all Minors within their care. In addition, External Programs must provide the University with appropriate insurance coverage documentation prior to conducting any events that fall within the purview of this policy.

Training for Those Participating in Programs and Activities

7
1. In recognition of the imperative of protecting Minors, unless specifically excluded under this policy, all Covered Program staff should receive training regarding the following prior to the program start date:
   - Recognizing sexual abuse, child abuse and neglect and obligation and avenues to report suspected incidents
   - Obligation to report certain criminal activity as required by the Clery Act
   - Appropriate ratio of adults to minors
   - Appropriate behavior with minors
   - University policies regarding minors on campus
   - University guidelines regarding interactions with minors

2. Training materials may be obtained at the Human Resources Professional Development Web Site. Directors shall provide proof of training / training certificates to Conferences & Events.
3. Training should for Covered Program staff must be renewed annually.

Criminal Background Checks

Criminal background checks are required of each adult who is responsible for either escorting, accompanying or supervising Minor(s) participating in any program covered under this policy. Such checks are to be completed and affirmative confirmation cleared to work prior to his or her interaction or participation with Minors in Programs covered by this policy. This includes but is not limited to third party or non-ASU personnel who work with, instruct, or otherwise engage with Minors on the ASU campus, as well as ASU administrators, faculty, staff, students, and volunteers who work with, instruct, or otherwise engage with Minors. Checks must have been completed within the 12 months preceding the beginning of the event. Questions of suitability for participation in programs with minors will be determined by the Background Investigation Committee (BIC) according to the University’s Background Investigation Policy. Note – for University Programs, background check costs are covered by the University.

It is the responsibility of the Program Director or designee of the Program to ensure that each participating adult has submitted the background request information and has subsequently received clearance to participate. The Office of Human Resources will maintain a database of individuals who have been cleared to participate.

Third Party Organizations contracting with the university shall affirm by submission of cleared dates, that all personnel have been cleared by a criminal background check within the last 12 months and that the results and methods are sufficient to meet university standards. Those personnel that do not meet this requirement will not be permitted to work, volunteer, or engage in the activity on campus.

Reporting

A report of child abuse should be made to both DFCS and the University Police Department when a person has “reasonable cause to” believe that a child under the age of 18 has been abused by a parent.
or caretaker. “Reasonable cause” means a suspicion founded upon circumstances sufficiently strong enough to warrant a reasonable person to believe that something is true.

A report of suspected child abuse is a request for an investigation. It is not an accusation and the reporter does not have to be absolutely certain of their suspicion. The Department of Family and Children Services has the responsibility for evaluating the report and determining whether an investigation is warranted. The department is also responsible for conducting the investigation and taking appropriate action to protect the child.

An oral report must be made as soon as possible by telephone or otherwise. The report is made to the Department of Family and Children Services, Child Protective Services Section. If Child Protective Services is not available the report should be made to the appropriate police authority or the district attorney.

**Contact DFCS Child Protective Center at: 1-855-GACHILD / 1-855-422-4453**

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**Code of Conduct for Working with Visiting Minors**

University faculty, staff, students and third party program participants are required by Georgia law and this policy to report actual or suspected abuse or other improper conduct (including harassment, hazing, and exploitation) involving a Minor by an adult or other minor. You also are also required to comply with the following code of conduct when interacting with Minors.

Adults should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of the university. Adults working in Programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with Minors.
- To the extent possible, avoid being alone with a single Minor. If one-on-one interaction is required (e.g., individual music lessons, science fair research), meet in open, well illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is expressly authorized by the Program Director, dean, department chair person or is being undertaken by a health care provider.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require written parental authorization and must include more than one adult from the Program.
- Do not invite individual Minors to your home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian.
- Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters.
- Do not engage or communicate with Minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program and the university.
• Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.
• Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/guardian.
• Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
• When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.

In an effort to minimize any disruption to the essential functioning of the university and maximize the safety of Minors on campus, certain requirements must be met, as follows:
• Minors must be supervised at all times by an Authorized Adult while on campus or participating in a university-sponsored off-campus activity.
• When traveling overnight with a child, the parent or legal guardian of the child must accompany the child, or the child may not participate. The child resides overnight with the parent or legal guardian.
• Children / minors that are not family NEVER stay in the same room overnight with an employee of the university unless the child’s parent is also in the same room as the child.
• Male and female children / minors never assigned to sleep in the same room overnight unless accompanied by and with permission of all parents involved.
• If there is a need to bathe, separately assigned facilities for adults, male minors / children and female minors / children are made available. If separate facilities are not possible the trip leader will publish a bathing schedule that enables individual privacy. Adults, children and minors NEVER use the same bathing facilities simultaneously.
• Minors are permitted in the general use facilities (Athletic Fields, Public Spaces, Academic Buildings, Food Services Area etc.) with an Authorized Adult, but may be restricted from certain areas of the facilities or from utilizing certain equipment.
• Children of students should not be allowed in classrooms where classes are in session unless permission is granted by the faculty member. The student should ask permission from the faculty member prior to the start of class. If a child becomes disruptive, the faculty member may require the student and child to leave. The faculty member should discuss the frequency of such occurrences with the student if this should begin to occur with frequency.
• Even when accompanied by an Authorized Adult, pre-high school age Minors not participating in a program on university premises, or a university-sponsored off-campus activity are prohibited from laboratories and other areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required.
• Minors and Authorized Adults not meeting relevant university community conduct standards will be asked to leave the campus.
Armstrong State University
Registration Form for Programs with Minors
Once completed, make a photocopy of this document for your records and return the original to ASU Conferences & Events.

Name of Program:

Program Objective(s) and Brief Description:

Program Website Address (if applicable)

Name of Sponsor College or Department Sponsoring the Event:

Program Director/Primary Contact Name:

Phone: Email:

Secondary Contact Name:

Phone: Email:

Program Start Date: Program End Date:

Program Location/Venue (If multiple venues will be utilized, provide an overview of the itinerary including venues with this form.):

Number of Minors Anticipated: Ages Ranges (Check all that apply): ☐ 6-8 ☐ 9-13 ☐ 14-17

Signatures below certify full understanding of Armstrong State University’s Protection of Minors policy and agreement to comply with the requirements of that policy to ensure all minors participating in university sponsored programs will remain safe during their participation. Further, the Program Director understands that compliance with the policy must be satisfied and recorded by ASU Conferences & Events before the program may take place, despite any services and/or facilities bookings that may have been secured and/or any financial obligations that may have been incurred.

Signature: ________________________________ Date: _________________
Program Director/Primary Contact:


Programs with Minors Checklist, Instructions, and Administrative Requirements

I. Staff and Participant Information
At least 30 days prior to the program start date, a roster of program staff must be submitted to Conferences and Events on the Excel formatted Roster Submission Form available at the [Reservation and Conference Services](#) web page. Participant roster information may be submitted along with staff roster information, or it may be provided separately at a later date using the same Roster Submission Form. Any subsequent updates to Staff and/or Participant roster information may be submitted prior to the program start date.

II. Assumption of Risk, Release of Claims, Indemnification, and Hold Harmless Agreement Form (Participant Agreement)
Forms are available at the Armstrong Center web page. Forms should be collected by program staff and submitted to ASU Conferences & Events. For consultation on collection methods based on your program’s registration, recruitment, and/or check-in processes, contact ASU Conferences & Events.

III. Minimum Ratios of Supervising Staff to Minors
Staffing for supervision of minors may vary depending on the type of program, the activities involved, and requirements imposed by the Program Sponsor, however, at a minimum, the following supervising staff to minors ratios must be met:

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IV. Background Checks
Program staff must go through background checks in accordance with the Minors on Campus policy and the University’s Background Investigation policy prior to the program start date. Information and instructions for the background check are available at the [Human Resources Website](#).

V. Staff Training
Program staff must receive training as required by the Minors on Campus policy. Training materials and resources are available online at the [Human Resources web page](#). Particular attention should be given to the Guidelines for Appropriate Behaviors with Minors document. Training completion certificates must be provided to Human Resources.

VI. Medical Information
A sample medical and emergency contact information form is available at the Conferences and Events Website. Attention should be given to the maintenance of medical information to ensure participant privacy and information confidentiality, as noted on the sample document.
Working with Minors on Campus Policy and Training
Acknowledgment Form

This form is to serve as the receipt of acknowledgment that you have completed and understood the Working with Minors on Campus Training.

I acknowledge the receipt of the Armstrong Working with Minors on Campus training and that I understand all expectations and responsibilities that come with completing the training.

________________________________________
Name (please print)

________________________________________
Signature

________________________________________
Name of Program

________________________________________
Date
BACKGROUND INVESTIGATION CONSENT

In connection with an application for employment or your specific job function, job applicants and employees must allow us to obtain information about their criminal background from public records or companies that collect and supply such information. A motor vehicle record check will be obtained only if the position you are applying for requires a valid driver’s license.

Having a criminal record is not necessarily a bar to employment. If you have a criminal record, we will consider the nature of the position for which you are applying, the nature of the crime, the length of time that has passed since the crime, and other factors that bear on your suitability for employment. If we have questions about your record, we may ask you to provide documentation of the disposition of charges against you.

1. **Status:** (Select One)
   - [ ] Candidate for Employment: Volunteer
   - [ ] Conference & Events
   - ☐ Current Employee/New or Renewing P-Card: ____________________________

2. **Personal Information:** (Please print clearly)

   - Name: ___________________________________________________________________
   - First Middle Last Suffix
   - List any other names used (maiden, nicknames, other): __________________________
   - Current Address: __________________________________________________________
   - Number Street City County State Zip Code
   - Years at this address: _____ Phone #: ____________ Race: __________ Sex: Male ☐ Female
   - Social Security #: ____________ Birth Date: __________ Birthplace: ______________

3. **List your previous addresses over the last seven years:** *If additional addresses, please attach these addresses to this form.

   - Previous Address: __________________________________________________________
   - Number Street City County State Zip Years at this address
   - Previous Address: __________________________________________________________
   - Number Street City County State Zip Years at this address
   - Previous Address: __________________________________________________________
   - Number Street City County State Zip Years at this address

4. **Names of Schools Attended:**

   - School Name: ___________________________ Degree Earned: _____________________
   - Name (While Attending): ___________________ State: ________________________ Year Completed: ___________________
   - City: __________________ State: ___________________________
   - School Name: ___________________________ Degree Earned: _____________________
   - Name (While Attending): ___________________ State: ________________________ Year Completed: ___________________
   - City: __________________ State: ___________________________
5. Have you ever been convicted of a felony? (Include Guilty Pleas, Nolo Contendere, and First Offender)  

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<th>Conviction(s)</th>
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<th>City/State of Conviction(s)</th>
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6. Have you ever been convicted of a misdemeanor? (Include DUI)  

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7. Do you have any charge(s) (felony and/or misdemeanor) currently pending against you for violation of federal, state, county, military, or municipal law, regulation or ordinance?  

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<th>Charge(s)</th>
<th>Date</th>
<th>City/State of Charges(s)</th>
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8. Authorization  
As a condition of employment with Armstrong State University, I understand that Armstrong will conduct a criminal background check on me for employment purposes.  
I authorize Armstrong State University, the Armstrong State University Police Department, and any other company authorized by Armstrong to receive any Criminal Record information, including traffic offenses and driving history, which may be in the files of any jurisdiction for any violation of any federal law, state law, county, military, or municipal law, regulation, or ordinance. I also authorize Armstrong State University to obtain any educational history.  
I hereby release from liability all persons and entities supplying such information. I hereby indemnify Armstrong State University, the Armstrong State University Police Department, and any other company authorized by Armstrong, against any liability that may result from making such requests. I agree that a fax or photocopy of the Acknowledgment and Authorization with my signature will be accepted with the same authority as the original. I understand that upon my request, I will be given a copy of the background report and, when applicable, a written description of my rights under the Fair Credit Report Act.

APPLICANT'S SIGNATURE:  
DATE:

ARMSTRONG STATE UNIVERSITY VEHICLE OPERATION

If position(s) for which you are applying include(s) driving on official business for Armstrong State University, please complete this section:

Do you currently possess a valid driver’s license?  

| Yes | No | State Issued:  | License #:  |


15


CAMPUS SECURITY ACT NOTIFICATION

In accordance with the Student Right to Know and Campus Security Act of 1990, Armstrong State University makes available, upon request, its annual security report which provides campus security information concerning crime statistics, crime reporting procedures, building security, campus police, crime prevention information, policies regarding the illegal use of alcohol or drugs, alcohol and drug abuse education programs and sexual assault programs. If you would like to see this report, it is available online at: http://www.armstrong.edu/Departments/police/police_crime_statistics or you may request a copy of the report from the Armstrong University Police at (912) 344-3333.

FOR UNIVERSITY POLICE ONLY

I have conducted a criminal history investigation on the applicant on the reverse side and find:

☐ NO CRIMINAL HISTORY  ☐ CRIMINAL HISTORY (See attached and/or below.)

UNIVERSITY POLICE SIGNATURE: ____________________________ DATE: ____________________________

Georgia Code 35-3-34(a)(3)(B) states “In the event that an employment decision is made adverse to a person whose record was obtained pursuant to this code section, you are required to disclose to this individual of all information pertinent to that decision. The disclosure shall include informing the individual that their criminal history record was obtained from the center, the specific contents of the record, and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a MISDEMEANOR.”