Camp and Program Directors

As you begin to finalize plans for your summer camp(s) please review the process for securing a complete background check and minor protection training for each worker prior to the first camp session. I will serve as your HR point of contact for assistance and to facilitate the process I will:

- Review your camp employee list to determine the need for a background check in accordance with University policy. Background checks are ‘current’ if less than 2-years old.
- Initiate background checks, if needed, for potential camp workers prior to employment. This includes any BU faculty, staff or student potentially working with your camp.
- Maintain spreadsheets of camp employees with background check status updates.
- Send email to your camp workers outlining the actions needed before work can begin. (Please see the sample email below so you are familiar with required actions/documents.)

So that your camp will be staffed and ready, it is important that background checks are requested at least 10 business days prior to the beginning of the first camp session, and most importantly that no camp employee, volunteer or coach is allowed to work until the background check complete. Individuals with a ‘pending’ status may not work. As the camps end, you will receive an invoice from Baylor HR for background check charges, with instructions for payment.

To begin the process for camp background checks, open your 2017 spreadsheet in box and add your camp workers’ information (the light blue section). Save the spreadsheet and let me know when you are finished, no less than 10 business days prior to the first camp session.

You can review the status of background checks and compliance training from your box account spreadsheet. Please let me know if you have any questions, and I look forward to working with you this summer!

Kindest regards,
Marcia Dutschmann
Baylor Human Resources
254.710.8884