

This form must be completed and submitted to USF Human Resources in order to begin the USF Summer Program DCF Clearance process. All sections of this form must be completed before USF HR will initiate the background checks. Incomplete forms will not be accepted and may be returned to the camp/program administrator. **This form should only be used to request USF Summer Program Background Checks.**

Upon completion, please email the request form to HR-BGroundCK@usf.edu.

USF Summer Camp/Program Information:

Summer Camp/Program Name: _____

Dates of Summer Camp/Program: _____

Camp/Program Location: _____

Will your camp be utilizing USF Residence Halls? Yes No

If yes, which Residence Halls will be used? _____

Camp/Program Director: _____

Phone Number: _____ Email Address: _____

Please list all individuals who will be working in your summer program.

Employee/Volunteer Name	Job Title	Employer	Email Address	Phone Number	Previous DCF Clearance? (Y/N)

