



**Abraham Baldwin
Agricultural College**

ABAC's Programs Serving Minors Staff/Volunteer List

USG requires all staff/volunteers working with programs serving minors to receive thorough screening and a background check. The state of Georgia requires those individuals working with or having exposure to minors also act as mandatory reporters. USG policy also requires mandatory reporter training for all staff/volunteers working directly with minors. ABAC policies and procedures requires staff/volunteers to use USG's free online training, *Protecting Youth*.

Please list the emails of all staff/volunteer working with the program who require the background checks and/or the online training. Human Resources will request the background checks and the MOC Coordinator will assign the class via email.

ABAC staff working directly with minors require a background check every three years. If uncertain, contact Human Resources to determine if a background check is needed.

It is the Program Director's responsibility to track/maintain all records in accordance to ABAC's Institutional Programs Serving Minors Policy.

This form must be completed no later than 30 days prior to program start date for processing. Refer to [ABAC's Programs Serving Minors](#) site for further information on USG and ABAC's policies and procedures.

Program Information

Program Name: _____ Date(s): _____

Program Director Contact Information

Program Director Name: _____ Email: _____

Work Phone: _____ Cell Phone: _____

By submitting this form, you agree to the above responsibilities. Email the completed form to ABAC's Minors on Campus Coordinator, Kelly Scott, at kscott@abac.edu.



Staff/Volunteer List

The Program Director is responsible for ensuring all necessary staff/volunteers complete the online training. A completion certificate must be printed by staff/volunteer and kept by Program Director.

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