

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](mailto: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)

