

FIRST EMAIL to be sent by the TSO to Program Administrator once a Responsible Adult has been confirmed, and to inform Program Administrator of steps and forms required for background screening.

Dear FAS Program Administrator:

Here are the next steps for you to take for your program regarding the background screening which is required under the Minors policy:

- Have your Responsible Adult complete the following forms :
 - 1) [Disclosure and Consent form](#)
 - 2) [FAS Minors policy Background Screening Questionnaire](#)

- Responsible Adult returns the completed forms to Program Administer *in person*. Responsible Adult must bring an original photo ID. Program Administrator must review the complete forms and original documentation and verify the information provided for the Date of Birth, Name, Social Security #, and driver or ID number. Please make sure that all information provided is legible and easy to understand.

- Deliver all completed and signed forms using a secure method only (Scanned and emailed via Accellion OR hand deliver in person) to:

Recruitment@fas.harvard.edu OR FAS Recruitment Service, 1414 Mass. Ave., 5th floor.

Meanwhile, please do not hesitate to contact me if you have questions.

Many thanks,
Name of appropriate FAS TSO

SECOND EMAIL to be sent by the Program Administrator to the Responsible Adult informing of steps and forms required for background screening.

Dear INSERT NAME OF INDIVIDUAL,

Given your role in INSERT PROGRAM NAME, you have been determined to be a Responsible Adult under the Harvard University Minors policy.

To understand what this means for you, please click here:

[Checklist for responsible adults in youth-serving programs](#)

As a responsible adult you, will be required to:

- Complete the required short online training program for Responsible Adults before beginning work with minors (available at youthprotection.harvard.edu/training). At the end of the course, print out the certificate of completion and return it to your Program Administrator.

- Complete a background screening before beginning work with minors; this will include a Motor Vehicle Record (MVR) check if your Program service includes transporting minors.

Please complete the following forms for your background screening:

- 1) [Disclosure and Consent form](#)
- 2) [FAS Minors policy Background Screening Questionnaire](#)

Return the completed forms to me *in person*. You must bring an original photo ID.

Meanwhile, please do not hesitate to contact me if you have questions.

Many thanks,
Name of appropriate FAS Program Administrator