Background Check Cover Letter for Programs with Minors

If your event requires background checks, you must have your background check paperwork submitted no later than 2 weeks prior to the event. If you do not have a background check conducted, you cannot participate in the event. Forms should be collected and submitted by the listed contact only after all participants’ forms are complete. The listed Event Manager should include with this cover letter: a list of all participant names, and three background check forms per student.

Instructions: Complete this cover letter and the attached background check forms in pen.
Mail to: Human Resources Employment Office
  c/o Diane Amey
  PO Box 278955
  910 Genesee Street
  Rochester, NY 14611

1. Name of Event: ________________________________________________________________

2. Date(s) of event: _____________________ to ______________________

3. This event is affiliated with a/an (select one):
   □ Academic department
   □ Non-academic department
   □ Student organization

4. Faculty/Staff Adviser: __________________________________________________________
   First   Last

5. Event Manager: ______________________________________________________________
   First   Last

This should be a student, faculty, or staff member who is familiar with the event, and who will oversee the completion of background check paperwork, following up with participants as needed. If this is event is led by a student organization, the contact person for background checks must be an e-board member of the group.

6. Event Manager’s Email: _______________________________________________________

For questions about the policy on minors, contact Kristine Seewagen at (585) 273-5001.

*This form is for internal use only and is not intended for distribution outside of the College. Revised March 2016.