

Certification of Completion

» Background Check Compliance

Certification of Completed Background Checks and Compliance with Protection of Minors Procedures for Outside Entities Working with Minors in Montgomery College Facilities

In matters of child welfare, Montgomery College places the highest priority on the interests of the child. Outside organizations using College facilities must comply with the Protection of Minors Policy and Procedures (75005CP). Accordingly, this form must be completed by the responsible party in authority representing the outside organization/sponsoring agency and forwarded to the youth protection coordinator prior to commencement of any direct contact with minors.

Part 1: Program Information

1. External Sponsor Agency Name _____
2. Name of Primary Contact Person _____
3. Address of External Sponsor Agency _____
4. Phone Number _____
5. Email _____
6. Name of Event or Program _____
7. Date and Time of Event or Program _____

Part 2: Authorized Adults

The following persons have been authorized to have direct contact with minors while participating in the event identified above:

Name (first and last)	Position/Role	Staff or Volunteer
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part 3: Certification

By my signature below, I swear/affirm that:

1. The authorized adults listed in Part 2 of this form completed a criminal background check and a copy of these clearances is on file with our organization; and
2. The authorized adults listed in Part 2 of this form have received and reviewed a copy of the "Working with Minors" handout provided by Montgomery College; and
3. That the information as set forth above is true and correct.

Print name: _____ Signature: _____

Title: _____ Date: _____