1. Request space on campus and register your event using the Event Management System (EMS). You will receive an email with a link to answer additional questions to determine the clearance requirements for your event. You can also use the General Public Event Request Form OR the Minor’s Participation Form to register your event if you are not requesting space.

2. Complete or distribute the List of Participating Adults Form and return it to the Compliance Coordinator.

3. Use the Program Administrators Guide located on the Camps and Conferences page for event sample forms and other requirements.

**INTERNAL**

- **EMPLOYEES**
  - All clearances must be done through our process.
  - Use website link [https://intranet.bloomu.edu/hr-background-clearance-student](https://intranet.bloomu.edu/hr-background-clearance-student)
  - Code of Conduct and Mandatory Reporter (once a year)

- **VOLUNTEERS**
  - All clearances must be done through our process.
  - Use Website link [https://intranet.bloomu.edu/hr-background-clearance-student](https://intranet.bloomu.edu/hr-background-clearance-student)
  - Code of Conduct and Mandatory Reporter (once a year)

**EXTERNAL**

- **EMPLOYEES**
  - All clearances must be done through our process.
  - Use Website link [https://intranet.bloomu.edu/hr-background-clearance-student](https://intranet.bloomu.edu/hr-background-clearance-student)
  - Code of Conduct and Mandatory Reporter (once a year)

- **VOLUNTEERS**
  - HAS all required clearances (PSP, Child Abuse, Fingerprints) through another employer.
  - Out of state
    - Use these instructions
  - NO BU EMAIL
    - Get payment code from Compliance Coord. for Child Abuse Clearance
  - Code of Conduct and Mandatory Reporter (once a year)

- **EMPLOYEES**
  - All clearances must be done through our process.
  - Use Website link [https://intranet.bloomu.edu/hr-background-clearance-student](https://intranet.bloomu.edu/hr-background-clearance-student)
  - Code of Conduct and Mandatory Reporter (once a year)

- **VOLUNTEERS**
  - DOES NOT HAVE all required clearances through another employer.
  - Use Certification of Compliance signed by school admin. or HR Dept. OR Provide copies of all clearances
  - Code of Conduct and Mandatory Reporter (once a year)

- **EMPLOYEES**
  - All clearances must be done through our process.
  - Use Website link [https://intranet.bloomu.edu/hr-background-clearance-student](https://intranet.bloomu.edu/hr-background-clearance-student)
  - Code of Conduct and Mandatory Reporter (once a year)

- **VOLUNTEERS**
  - Use External Volunteer instructions. Must provide copies of all clearances, done at their own expense. Use volunteer exemption if eligible.
  - Code of Conduct and Mandatory Reporter (once a year)