



## NORTHERN MICHIGAN UNIVERSITY

### PK-12 Facility Use – Attestation

**Purpose:** When hosting a program with minor children on campus, Northern Michigan University Policy requires background screening for all volunteers and staff. Most PK-12 schools use a similar screening process. To keep children safe while reducing redundant practices, NMU coordinates with PK-12 schools and requests an attestation that appropriate background screening is in place.

For the program specified below, I attest to the following:

- 1) The school listed below will be responsible for supervising the children attending this program while the children are on University property; and
- 2) The school listed below has performed appropriate background screening and training programs for all **teachers and staff** attending the program; and
- 3) The school listed below has performed appropriate background screening and training programs for all **volunteers** who will be attending the program.

School: \_\_\_\_\_

Name of the Program: \_\_\_\_\_

Date(s) of the Program: \_\_\_\_\_

Administrator Printed Name: \_\_\_\_\_

Administrator Title: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If your PK-12 school does not background screen all teachers, staff, and volunteers, Northern Michigan University will perform free background screening on any adults attending this program who have not already been screened. If you wish to utilize this service, contact NMU at least four weeks before the start date of the program. We will coordinate to obtain the email address of the person(s) attending and inform you about the process used for checking volunteers and staff.

I wish to utilize the background check option and I will contact Aubrey Wolck at the NMU Police Department. Aubrey's contact information is [awolck@nmu.edu](mailto:awolck@nmu.edu) or (906) 227-2151.

Return this form to \_\_\_\_\_@[nmu.edu](mailto:_____@nmu.edu) to the attention of: \_\_\_\_\_

*\*The NMU Program Administrator should store these attestations with the program administration records and retain the records for three years.*