

AUBURN UNIVERSITY

MINORS ON CAMPUS/VOLUNTEERS CAMPS & ACTIVITIES

NAME OF CAMP/ACTIVITY: _____

SPONSORING/HOSTING DEPARTMENT: _____

KEY AU ADMINISTRATOR:*

Name

Phone Number

E-Mail

PROCESS MONITOR:**

Name

Phone Number

E-Mail

BILLING CONTACT:****

Name

Phone Number

E-Mail

Is this an AU sponsored program _____ or a third-party program? _____ ***

DRIVING REQUIRED? Yes: _____ No: _____

SEE DEFINITIONS ON NEXT PAGE

DEFINITIONS:

***Key AU Administrator:** This is the AU administrator responsible for overseeing the activity in its entirety. This may be a faculty member, academic programs administrator, event coordinator, etc. who has decision-making authority for all aspects of the program or ensuring that any third-party complies with contract terms.

****Process Monitor:** This is the AU employee who is provided the names and contact information of all participants on whom background checks are required. They are responsible for sending notifications and instructions regarding the AU Protect system, monitoring the site to determine that the person has complied, and approving the processing of the background checks. This individual will be able to track the process of the checks so that they know when the background checks have cleared and that the participant may come on campus. This may be the key administrator, or it may be someone assigned to this task by the key administrator.

*****Third-Party Program:** This is an activity which is not being conducted by Auburn University and for which Auburn University does not bear any financial responsibilities. An example of this would be a sports camp utilizing University facilities, but conducted under the auspices of an LLC or an external foundation.

******Billing Contact:** This is the entity financially responsible and to whom the invoice will be sent to pay for the services.