**M**inors on **C**ampus **P**olicy

***Checklist***

*Minors on Campus (MOC ) Program*

Applicable to those who work, study, or volunteer at Lake Forest College and participate in programs that include Minors. Items below must be completed before you begin direct contact with Minors. Completing and submitting the varous documents may begin anytime after approval of the event. Please complete the following steps to comply with the Policy and Procedural requirements:

**1**

**Register Program and Review Minors on Campus Policy**

* 1. Access and Complete the Online Registration [form](https://my.lakeforest.edu/ICS/Forms/Human_Resources/Background_Check.jnz?portlet=Guest_Forms&screen=FormView&screenType=change&form=a2aff0d4-26ea-400d-a1b4-762c9f95d35c)
  2. By completing the registration form, or accepting engagement with a minor, you acknowledge that you have or will read and adhere the Conduct Expecations and the Minors on Campus Policy.

**2**

**Request for Background checks**

1. If you or volunteers that you oversee work with minor students authorization must be given for Lake Forest College to complete a full background check disclosure.
2. Background check requests should be completed at least 30 days\* before individuals have direct contact with minors. This allows enough time for the third-party company to conduct the background checks, where necessary. \*Timing will depend on number of checks associated with the program.

**3**

**Background check Certification** If you have completed a

background check within the past 3 years, you may Re-certify. Or, if you are completing this form as a “lead” on behalf of a group of volunteers or your supervisor, please complete the [recertification form](https://my.lakeforest.edu/ICS/Forms/Human_Resources/Background_Check.jnz?portlet=Background_Check_Disclosure&screen=FormView&screenType=change&form=cf4ec600-7a16-4058-ab4d-b4aec53deebf). **Submit this form to verify you *already* completed a background check** with another organization. If you have not, please access link in #6.

**Review LFC Documents and Complete Training**

**4**

1. Read Lake Forest College Minors Policy and Conduct Expectations. See the website for conduct and policy.
2. DCFS Training. It is suggested the you begin this training at the time of registration or when you become aware you may be engaging with Minors.

**5**

**Access DCFS Training**

You may access DCFS training via the Minors on Campus training page\*. The **DCFS training** includes the required Acknowledgments and Certificate of Completion.

Summary:

* 1. You may access the DCFS training via the LFC Minors on Campus training [page](https://lakeforeststaging.ingeniuxondemand.com/title-ix-homepage/policies/minors-on-campus/training).
  2. Complete the Lake Forest College and DFCS requirements, including the [DCFS Mandated Reporter Training](https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=B7DDF1B01B487CFD9F2A7D9E7A5C21E5) for recognizing and reporting child abuse.
  3. Upon successful completion, retrieve your DCFS Certificate of Completion via the DCFS training.**(You need this for #4 below).**

\*Listed here for ease of access, you may access training directly from DCFS site as well

**6**

**Documents to Submit to Lake Forest College**

1. Access the Background Authorization link [here.](https://my.lakeforest.edu/ICS/Forms/Human_Resources/Background_Check.jnz?portlet=Background_Check_Disclosure&screen=FormView&screenType=change&form=52db3fe1-660b-4ca6-9e73-51f48d31bfb4)
2. Submit DCFS Certiticate of Completion (COC) received from the DCFS training via mylakeforest.com atleast 30 days before having individual contact with Minors. Access the link to submit COC [here](https://my.lakeforest.edu/ICS/Forms/Human_Resources/Background_Check.jnz?portlet=Guest_Forms&screen=FormView&screenType=change&form=51d29c4a-2a38-4e1d-a1b8-914b0f943eb4).

**7**

**Review** other resource documents on the LFC MOC [site](https://lakeforeststaging.ingeniuxondemand.com/title-ix-homepage/policies/minors-on-campus).

If you have any questions or encounter any problems with the registration form, please contact Kristen Nolan ([nolan@lakeforest.edu](mailto:nolan@lakeforest.edu)) as the initial contact. Any process and training inquires should be directed to [Titleix@lakeforest.edu](mailto:Titleix@lakeforest.edu).

**Thank you for helping to keep children and youth safe at Lake Forest College**