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 – A University Student, Faculty or Staff**  
**EMPLOYEE** – You ARE paying this individual to work this event.  
**VOLUNTEER** – You ARE NOT paying this individual to work this event

**EXTERNAL – NOT a University Student, Faculty of Staff**

**EMPLOYEE** – You ARE paying this individual to work this event.  
**VOLUNTEER** – You ARE NOT paying this individual to work this event.

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**INTERNAL**

- **EMPLOYEES**
  - All clearances must be done through our process.
  - Use website link
  - Code of Conduct and Mandatory Reporter (once a year)

- **VOLUNTEERS**
  - All clearances must be done through our process.
  - Use website link

**EXTERNAL**

- **EMPLOYEES**
  - All clearances must be done through our process.
  - Use website link
  - Out of state
  - Use these instructions

- **VOLUNTEERS**
  - HAS all required clearances (PSP, Child Abuse, Fingerprint) through another employer.
  - Use Certification of Compliance signed by school admin. or HR Dept. OR
  - Provide copies of all clearances

- **DOES NOT HAVE all required clearances through another employer.**
  - Use External Volunteer instructions. Must provide copies of all clearances, done at their own expense. Use volunteer exemption if eligible.

**EMPLOYEES**

- Code of Conduct and Mandatory Reporter (once a year)

**VOLUNTEERS**

- Code of Conduct and Mandatory Reporter (once a year)