Flow Chart: * may be different for volunteers

- Dept/Unit:
  - Activity Identified
  - Complete Activity Involving Minors Event Forms
  - Enter Name via Web Application or Contact AHR/SHR
  - Conduct Screening
  - Conviction?
    - Yes: Email Notice to only AHR/SHR
    - No: Individual Placed

- Vendor:
  - Collect Information and Consent Form to Candidate

- Individual:
  - Complete Information and Consent Form
  - Conviction?
    - Yes: Opportunity to Respond
    - No: Notify Clearance
      - Opportunity to Appeal

- AHR/SHR:
  - Provide Resources
  - After Public Safety approval of the activity and no exemption:
    - Notify Comm./HR and Individual

- Review Committee/Campus HR:
  - Review Conviction
    - Suitable for position?
      - Yes: Notify Status
      - No: Notify Clearance