**ATHENS “Y” CAMPS 2022 New Hire Checklist**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DEPARTMENT (please circle) (AYC- BOYS CAMP) (CAMP CHATTOOGA –GIRLS)

**The following information must be completely filled out and included in each new employee’s hire packet. Keep your packets together in the following order. Please check off each item and sign below, returning the entire packet with the checklist to the Athens Y Camps Office.**

* Application for Employment (Completed On-Line)
* Contracted Signed (Emailed form Campsite)
* General Rules of Conduct
* Employee Personal Information Form
* Terms of Employment Agreement
* Personnel Policy Acknowledgement
* Safety Rules & Practices Acknowledgement
* Conflict of Interest & Ethics Statement
* Code of Conduct
* Drug Free Workplace Statement
* Child Abuse Statement & Agreement
* YMCA & Athens Y Camps Safety Policy
* Criminal History/DMV Background Consent Form
* W-4 Form (Under Employment Package on web site)
* I-9 Form (Under Employment Package on web site)
* Georgia Withholding Form (Under Employment Package on web site)
* Medical Form (Under Forms on Web Site Health form)
* Copy of Insurance Card (Please Include)
* Copy of Driver License (Please Include)
* Copy of Social Security or Passport (Please Include)
* Copy of Life Guard Certification our any other (Please Include)
* Co-vid 19 Paperwork (If Needed)



**Athens Y Camps**

**Employee Personal Information Form**

****Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Branch: ATHENS Y CAMPS**

**(Payroll information is entered from this page)**

**To be completed by employee:**

**Employee Name**:

**(Last) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (First) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**StreetAddress**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone (Home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth \_\_\_\_\_/\_\_\_\_ /\_\_\_\_\_ Sex (M/F) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marital Status:**

**□Single □Married**

**Highest Grade (1-11) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**High School (Grad/GED): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Highest College Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Degree Attained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

EMPLOYEE TYPE: 🗸SEASONAL EMPLOYEE

**Athens Y Camps**

**Term of Employment Agreements**:

1. The YMCA will provide Workman’s Compensation Insurance and FICA Medicare as provided by law.
2. The Employee agrees to fulfill the duties listed in the attached job description.
3. The Employee agrees to the following Code of Ethics:
   * Relate to members/program participants in a manner, which is courteous, enthusiastic, and reflective of an attitude of concern at all times.
   * Strive to be a role model in language, dress, attitude, and conduct.
   * Notify the Athens Y Camps in advance, when it is unavoidable to miss work or be late.
   * Never act as an agent of the Athens Y Camps regarding business transactions or media inquiries outside the limits of the job description.
   * Read and sign the Code of Conduct regarding Child Abuse
4. Full-time employees working 40 hours per week are eligible for the full benefit package as provided in the YMCA and Athens Y Camps Personnel Policy.

*I understand the above statements and agree to work for the Athens Y Camps under this Employee Agreement. I understand that violation of any of the conditions or statements in this document is grounds for dismissal. I understand this job is contingent on sufficient enrollment.*

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| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
|  |  |  |  |
| Supervisor’s Signature: | Athens Y Camps | Date: |  |

**Athens Y Camps**

**Personnel Policy Acknowledgement**

****I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received and reviewed a copy of the Athens YMCA Inc. Personnel Policy and have either read it or had it read to me. I understand that any provisions of this policy may be revised at any time and that the policy does not guarantee me any specific policies, procedures, rules, benefits, or length of employment. Finally, I agree to obey and abide by its contents.

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| Employee Signature: |  | Date: |  |
|  |  |  |  |
| Supervisor’s Signature: | Athens Y Camps | Date: | 2022 |

**Athens Y Camps**

**Safety Rules & Practices Acknowledgement**

**Emergency Procedures and Safety Practice Guidelines Acknowledgement**

I hereby acknowledge that I have received and read the emergency procedures and safety practice guidelines of the Athens Y CAMPS. I have had an opportunity to have all aspects of this material fully explained. I also understand that I must abide by the safety rules and practices as a condition of initial and/or continued employment, and any violation may result in disciplinary action up to and including discharge.

I ALSO UNDERSTAND THAT THE EMERGENCY PROCEDURES AND SAFETY PRACTICE GUIDELINES AND ANY RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN THE COMPANY AND ME.

***THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS READ THE FORGOING ACKNOWLEDGEMENT AND KNOWS THE CONTENTS THEREOF AND SIGNS THE SAME OF HIS OR HER OWN FREE WILL.***

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| --- | --- | --- | --- | --- |
| Employee Signature: |  | Date: |  | |
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**Athens Y Camps**

**Policy Regarding Conflict of**

**Interest & Ethics Statement**

The Athens YMCA, and Athens Y Camps, expects all employees to avoid activities, which create a conflict of interest with their responsibility to this organization. The organization also expects its employees to observe the highest moral and ethical standards in any dealings in which they represent the organization.

The organization recognizes and respects each employee’s right to privacy and to engage in personal activities outside the scope of his or her employment with the organization. Each employee also has an obligation, however, to refrain from activities which conflict with the organization’s operation.

Any of the following may be considered a conflict and therefore must be disclosed by the employee in an effort to resolve the potential conflict. Potential conflict of interest includes but not limited to: outside employment, provision of services for competitors or clients, outside business interests, accepting gifts from companies/supplies/individuals doing business with the organization promoting personal business property during hours of organization employment.

Employees are required to report and disclose any of these or other areas, which may constitute a conflict of interest.

This is to certify that I have read and understand this policy and have disclosed outside employment or businesses in which I am involved. I understand if at any time I become involved in any outside employment or business, I must report it immediately.

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| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |

**Athens Y Camps**

**Code of Conduct**

1. **Put Jesus first** in every area of your life and have a desire to share this faith with others.
2. In order to protect the Athens Y Camps staff, volunteers, and program participants- at no time during an Athens Y Camps program may a staff member be alone with a single child where others cannot observe them. As staff supervise children, they should space themselves in a way that other staff can see them.
3. Staff shall never leave a child unsupervised.
4. Restroom observation on trips: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If the staff is assessing younger children, doors to the facility must remain open. No child, regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, a staff.
5. Staff should conduct or supervise private activities in pairs— putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
6. Staff should not abuse children including
   * Physical Abuse-strike, spank, shake, etc.
   * Verbal Abuse- humiliate, degrade, threaten, etc.
   * Sexual Abuse- inappropriate touch or verbal exchange
   * Mental Abuse- shaming, withholding food, water, basic care, etc.
7. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison or criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
8. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
9. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture. Staff will respect children’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. While the Athens Y Camps does not discriminate against an individual’s lifestyle, it does require that in the Performance of their job, they will abide by the standards of conduct set forth by the YMCA and Athens Y Camps.
11. No partaking of alcoholic beverages at any time while in the employ of the Athens Y Camps. Any substantiated report of such action on the grounds or out of camp (**this includes nights out and weekend breaks**) result in punishment, such as immediate dismissal or pay deduction, as determined by the camp director.
12. No smoking, dipping, or chewing of any tobacco products are allowed while under employment of the Athens Y Camps. Any substantiated report of such action on the grounds (this includes staff member’s vehicles) will result in punishment. If action persists, dismissal will follow.
13. No use of obscenity or profanity will be tolerated. Any substantiated report of such language will result in punishment. If action persists, dismissal will follow.
14. Staff must be free of physical and physiological conditions that might adversely affect any individual’s PHYSICAL or mental health.
15. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, PATIENCE, courtesy, tact and maturity.
16. Staff may not be alone with children from the Athens Y Camps programs outside of the Athens Y Camps. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to the Executive Director’s approval.
17. Staff is not to transport children in their own vehicles.
18. Staff members are not permitted to fraternize with member of the opposite sex except during staff time off and approved camp functions. Staff members are expected to hold to a Biblical standard of sexual morality during their employment. Inappropriate relationships between staff members of the same sex and/or campers are not permitted. Any substantiated report of such activity will result in immediate dismissal.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization must be on file with the Athens Y Camps).
20. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.
21. Personal appearance must be kept neat and maintained while serving as a camp staff member. Tattoos must be concealed and body piercing must be removed at all times while on the campgrounds (girl’s camp staff members may have their ears pierced as the only exception to the rule.) Boy’s camp staff must maintain a haircut throughout the summer that is not over the ears or shirt collar. Clothing should be conservative in nature: girls should wear only one piece swim suits, shorts should be a reasonable length – not too short and sleeveless shirts should at least have a strap width of two fingers. These guidelines should be adhered to at all times while on camp property and camp trips. Modesty during time off away from camp is appreciated as well.
22. No pornographic material of any type is allowed on campgrounds. This includes staff members’ vehicles. Any substantiated report of possession of said material is grounds for immediate dismissal.
23. Music that has unwholesome language of lyrics is not permitted and will be confiscated. No headphones while on duty.
24. No partaking of illegal drugs at any time while in the employ of the Athens Y Camps. Any substantiated report of such action on the grounds or out of camp (this includes nights out and weekend breaks) will result in immediate dismissal.

**All staff members are expected to abide by these requirements. If you cannot commit to these expectations DO NOT return your staff contract for employment as our camps will not be the best fit for you.**

**I understand that any violation of this Code of Conduct may result in my termination from employment with the Athens YMCA or Athens Y Camps immediately.**

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| Employee Signature: |  | Date: |  |

**Athens YMCA and Athens Y Camps**

**Drug Free Workplace Statement**

The Board of Directors of the Athens YMCA believes it is the right of every employee and volunteer to work or volunteer in an environment void of controlled substances (drugs) or alcohol. Further, the Board recognizes that controlled drug and alcohol use at the work site, YMCA property, on Athens Y Camps property, or at satellite facilities seriously impairs not only his/her effectiveness on the job, but also his/her own health. Therefore, it is our resolve to be officially known to all as **Drug Free Workplace.**

Each employee and the public are hereby notified by this policy that the unlawful manufacturer, dispensing, possession, distribution, or use of controlled substance or alcohol is strictly prohibited at any and all work sites or work related functions or as a part of any YMCA activity, or any function held on YMCA property. Any employee or volunteer of the YMCA shall be subject to such discipline as the President/CEO and Board of Managers/Directors determine. Penalties will include, but are not limited to: verbal and/or written reprimands, suspension from duty, requirement to participate satisfactorily in a substance abuse or rehabilitation program, dismissal from duty, and criminal prosecution.

Employees suspected of possessing, selling or distributing drugs will be reported to the proper law enforcement authorities. Should an employee be in possession of an illegal controlled substance or involved in any substance abuse on the job, that employee would be subject to disciplinary actions, which may result in immediate discharge. Should an employee be injured on the job, the YMCA and Athens Y Camps reserves the right to have that employee drug tested to determine if substance abuse cause the accident.

**As a condition of employment with the Athens YMCA, or Athens Y Camps, I agree to abide by the terms and conditions of this policy as listed in the above paragraphs.**

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| Employee Signature: |  | Date: |  |
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**Athens YMCA &Athens Y Camps**

**Child Abuse Statement & Agreement**

For more than 140 years the YMCA has had as its principle concerns the growth and development of men, women, boys, girls, and families.

Through programs of health and fitness, aquatics, sports, camping, parent/child, family programs, and childcare, the YMCA is responsible to the needs of the children and families of today.

Many changes have occurred in the lives of children and families today. Some of these changes are positive, however, the alarming increase in child abuse is of particular concern to the YMCA. Throughout its history, the YMCA has been a strong advocate for the child and children’s rights. It is most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the YMCA.

Based upon its concern for children, parents and YMCA staff, the following standards related to reporting, procedures, staffing, standards, code of conduct, and resources for parents and children have been developed.

CHILD ABUSE

Child Abuse is repeated mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional, or sexual. Its effects are severe-emotional and physical handicaps, anti-social behavior, and even death.

YMCA STANDARDS RELATED TO CHILD ABUSE

**Reporting Procedures**

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported, will immediately inform the CEO or your immediate supervisor.
2. The YMCA will make a report to the appropriate local law enforcement body and request that the situation be investigated.
3. In the event the reported incident or suspicion involves an employed staff person or program volunteer, the responsible executive will, without exception, suspend the person from all responsibilities.
4. The parent(s) or legal guardian of the child or children involved will be promptly notified.
5. Regardless of where the incident or alleged offense takes place, if an employed person is involved, it will be considered as job related.
6. Reinstatement of a staff person or program volunteer will occur only after all allegations have been cleared to the satisfaction of the CEO or your immediate supervisor. All staff members and volunteers must be sensitive to the need for confidentiality in handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with the CEO.
7. YMCA staff and volunteers are not too contact children or parents involved in child abuse incidences without permission of the CEO.
8. All employed staff will be required to sign a statement, provided by their employer that they are aware that they are required by law to report known or suspected instances of child abuse and that not doing so is considered a misdemeanor. They must further acknowledge have read these YMCA standards.

**Staffing Procedures and Code of Conduct**

1. Reference checks will be conducted, documented and filed on all employees prior to employment.
2. Staff and program leaders working directly with children will be required to be fingerprinted and screened by the appropriate law enforcement agency.
3. Parents of program participants will be informed in writing of procedures for communicating information concerning their child’s program experience and relationship with YMCA staff.
4. In order to protect YMCA and Athens Y Camps staff and program participants-at no time during a YMCA, or camp, program may a staff person be alone with a single child where they cannot be observed by other staff.
5. At no time may children be unsupervised in bathrooms, locker rooms, or showers.
6. YMCA and Athens Y Camps staff may not relate to children in YMCA programs outside of approved YMCA or camp activities, i.e. babysitting, weekend trips, etc.
7. YMCA staff may not date program participants under the age of 21 years of age.
8. YMCA and Athens Y Camps staff or volunteers may not discipline children by use of physical punishment or by failing to provide the necessary care.
9. YMCA staff or volunteers may not verbally or emotionally abuse or punish children.
10. YMCA staff will under no circumstances release children to anyone other than the authorized parent(s), guardian, or individual authorized by parents in writing.
11. All children will be checked for health and physical condition by a staff member each time they report to a YMCA program, and a report will be made on any sights of physical injury.

**I have read the YMCA and Athens Y Camps STANDARDS AND STAFF CODE OF CONDUCT RELATED TO CHILD ABUSE. I agree to comply with all points in the document. I am aware that I am required by law to report known or suspected instances of child abuse to my YMCA or Athens Y Camps Supervisor and that not doing so is considered a misdemeanor. I give the YMCA or Athens Y Camps permission to do a check of police records, personal references, former employers, and fingerprints.**

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| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
|  |  |  |  |
| Supervisor’s Signature: | Athens Y Camps | Date: | *2022* |

**YMCA & Athens Y Camps**

**Safety Policies & Procedures**

The Athens YMCA and Athens Y Camps are committed to safety and have taken steps to protect you from injury on the job.

1. Your compliance is vital for your own protection. Please observe the following rules at all times:
   1. No alcohol or drugs should be used on the job at any time.
   2. Report all job accidents the same day the accident happens.
   3. Obtain authorization from your supervisor for all non-emergency treatments for accidents.
   4. Wear seat belts at all times in YMCA and Camp vehicles.
   5. Keep the area where you work clean and neat at all times.
   6. Do not remove or bypass any guards on any machinery or equipment at any time.
   7. Ask you supervisor when you need additional equipment or instructions to get the job done safely.
   8. Lift with your legs, not your back, and get assistance with loads over 50 lbs.
   9. If your job requires eye protection (such as around pool chlorine) make certain you wear it.
   10. Advise your supervisor of any hazardous conditions
   11. Follow all other written and spoken safety rules
2. **General Lifting Reminders:**

It is impossible to eliminate all lifting from the workplace. The following are examples of lifting activities that may put your back at risk of being injured:

* Lifting objects over your head puts extra strain on your lower back and neck
* Twisting when lifting an object puts extra strain on your lower back and increases your risk of pulling a muscle
* Reaching over an obstacle to lift a load puts extra strain on your lower back
* **Lifting Preparation**
* Prior to lifting an object, it is important to plan your lift and the path you are going to take.
* Choose the straightest, flattest and clearest path to your destination
* Clear the path of all moveable objects
* Check the path for rough or slippery surfaces
* Check the weight and stability of the object to make sure you can lift it

**Lifting the Load**

Lifting the load is what causes most of the back injuries in the workplace. The following are steps to lifting a load safely:

* Stand close to the load
* Balance yourself with both feet firmly on the floor, shoulder-width apart
* Squat down, bending your knees
* Keep your back arched
* Grip the object firmly with both hands and on opposite corners
* Tuck your arms and elbows close to your side
* Use your legs to bring you to a standing position
* Lift smoothly and under control

**Carrying the Load**

Once you have lifted the load, it is important to carry it properly.

* Hold the load as close to your body as possible
* When lowering the load, bend your knees-not your waist
* Move smoothly and under control

**Lifting alternatives**

Prior to lifting an object, consider how you can eliminate the lift or do as little lifting as possible. The following are a couple of examples of alternatives to lifting:

* Ask a co-worker for help
* Use equipment such as a hand truck, hoist, or pushcart

**Pushing the Load**

Pushing a load is easier on your back than pulling. When pushing a load, keep these things in mind:

* Stay close to the load
* Walk up-right—do not lean forward
* Use both arms

**Pulling the Load**

If you have no other alternative that to pull the load, keep these things in mind:

* Face the object
* Keep your back straight
* Bend your knees
* Pull with one smooth motion

1. **Material Safety Data Sheets (MSDS):**

The Athens YMCA keeps all MSDS on all chemicals used in/around the YMCA’s facilities. The sheets are kept in a binder in the front office. Please read/refer to the sheets whenever you have questions about a particular chemical the YMCA uses.

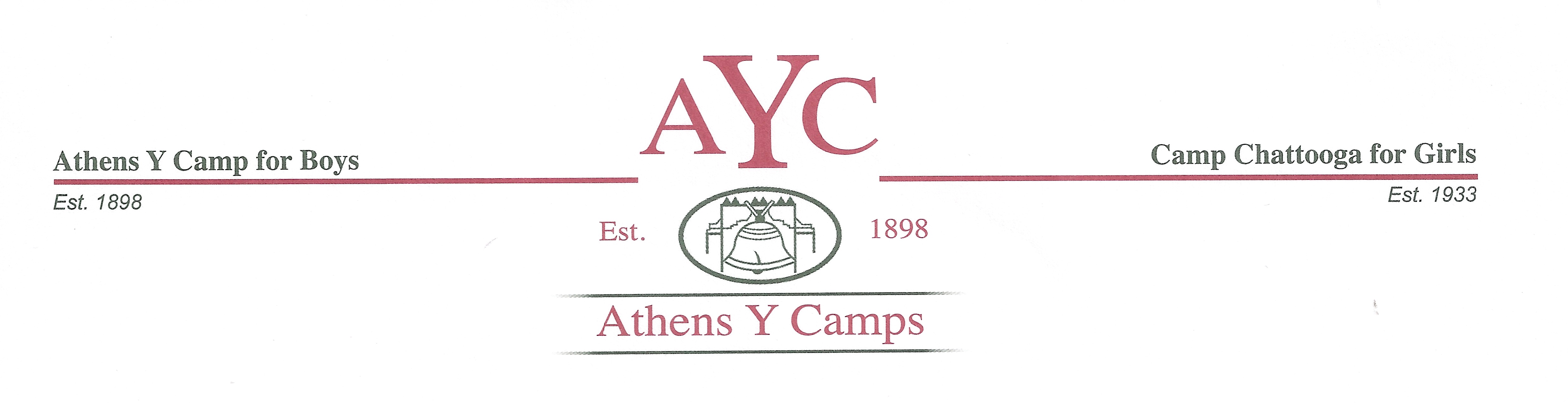
**First Aid and CPR:**

All YMCA and Athens Y Camps Staff (both full time and part time) are required to be certified in the first aid CPR within 30 days of employment. The certification can be through the Red Cross, American Heart Association or the safety council. The YMCA will periodically host classes at the YMCA. It is the employee’s responsibility to enroll in and complete courses. Employees are responsible for all fees associated with courses.

***I have read these rules, understand them and will obey them for my own benefit.* **

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| Employee Signature: |  | Date: |  |
|  |  |  |  |
| Supervisor’s Signature: | Athens Y Camps | Date: | 2022 |

**Where injury is caused by the knowing refusal of the employee to use a safety appliance provided by the employer, workers’ compensation benefits can be reduced.**



**Criminal History & DMV Background Consent Form**

**Name:(First)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Middle)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**Last)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Social Security #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Driver License #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State**\_\_\_\_\_\_\_\_\_\_

**Permanent Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State** \_\_\_\_\_\_\_\_ **Zip** \_\_\_\_\_\_\_\_\_\_\_\_\_

**DOB (MM/DD/YYYY)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize the Athens YMCA Camps to complete a criminal background check including criminal history record, state sex offender registry, and department of motor vehicles checks.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only:**

|  |  |  |
| --- | --- | --- |
| **Date Check Ran** | **Agency** | **Director Approval** |
|  |  |  |