FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

Lab Volunteer- Minors

Jeff Clark - 2026-05-18 - COM Facilities

INTERNAL USE ONLY - Do not send to Volunteer

In order to have a volunteer in the lab who is a minor:

- The supervisor needs to undergo a VECHS background check which includes fingerprinting. The VECHS waiver form is required to be completed by the faculty member and returned to the COM staff who will then submit it with a Standalone Background Check 2023_Fillable form to COMRecruit@fau.edu. The VECHS background check only needs to be run once so if this step has already been completed in the past, it does not need to be repeated.

- The volunteer, parent, and faculty member need to complete the Volunteer Registration, Volunteer Risk Waiver, and Parent -Legal Guardian Consent forms and submit to COM staff.

- The volunteer needs to undergo a standard background check which does not require fingerprinting. The information from the Volunteer Registration form is required by the COM staff to complete the Standalone Background Check 2023_Fillable form which will be submitted with the Parent-Legal Guardian Consent form to COMRecruit@fau.edu. Kendra McClure is COM contact if you have questions but she receives the COMRecruit emails.

- Once the background check clears, the COM staff will be prompted to submit the Volunteer Registration and Risk waiver forms to leadandserve@fau.edu. This registers the volunteer with FAU. Save a pdf of the background clearance to the student's folder in your files.

- The volunteer needs to submit a xerox copy of a driver's license or learner's permit to the COM staff so this can be forwarded to the FAU Controller's office (Denize Grant-Downer, dgrant@fau.edu) for creation of a z number. The Z number is required for several other steps.

- The COM staff needs to email COMHelpDesk@health.fau.edu (COM IT) to request a "courtesy FAU email address" for the volunteer. This is required to be able to sign up for EH&S trainings.

- The volunteer, parent, and faculty member need to complete their parts of the following forms and submit to the COM staff:

For the most up todate information with regards to minors in the lab, please visit: https://www.fau.edu/ehs/safety/chemical-safety-programs/index.php

Minors in Research Environments
Policy# EHS-P&P02 Minors in Research Environments v4
Minors in Research Environments PI Proposal and Parental Consent Form v4

Minors Parental Consent fillable-EH&S (COM staff sends to EH&S when received)
Minors Research Proposal Registration fillable-EH&S (COM staff sends to EH&S when received)

- The volunteer and faculty member need to complete their parts of the Student-Volunteer Access form and submit to the COM staff. Note all trainings in section 2 must be completed, the dates of completion written on the form, and copies of completion certificates included when submitted to COM staff. COM staff reviews for completion, verifies dates and send to Lisa Brennan for approval.

- COM staff sends Volunteer Owl Card Request email to owlcard@fau.edu. Then volunteer can go over to get a card.

- COM staff activates card for access after creation if Student Access form and trainings are approved.

- COM staff sends Volunteer parking permit request email to FAUPark@fau.edu. FAU Parking will issue free one semester parking permit.

For more information, please visit: https://www.fau.edu/ouri/working-with-minors-and-non-fau-students/