Spring Fest
April Fact Sheet

**Spring Fest Volunteers**

**Deadline:** April 8, 2016

**Description:**

1) It is now University policy that all volunteers must have a background check before they are permitted to work at a University event. This excludes Purdue students and faculty/staff, but includes retirees, alumni, and other non-University volunteers.

2) Because the nature of this event is to interact with children, the Dean of Students Office requires that a list with ALL participating students be submitted with the event planning form. This list will be checked against a list of sexual offenders on campus to be sure they are not involved with Spring Fest activities.

3) University Policy guidelines must be followed when background checking non-University volunteers. Please visit this link for the University procedures on volunteers [http://www.purdue.edu/ethics/manual_on_volunteers.html](http://www.purdue.edu/ethics/manual_on_volunteers.html)

4) ALL volunteers that are not current faculty, staff, or students must be background checked. This includes retired faculty and staff and alumni. There are NO EXCEPTIONS. It is YOUR responsibility, not the Spring Fest organizer’s or the SAO office’s responsibility to check your volunteers. You may use the Excel spreadsheet “Volunteer Database” as a template to gather information for background checking volunteers.

**Spring Fest Special Parking**

Spring Fest participants may request parking permits for lots or spaces that are normally closed as part of Spring Fest. Locations may include, but are not limited to:

- Smith Hall parking lot
- Hort Drive parking
- Memorial Mall (including special parking for large vehicles in the bus lane)
- AGAD lot

Parking is also available behind Lilly Hall and in all parking garages and does not require a special permit.

This permit is meant to allow for loading and unloading of Spring Fest materials, and should not be used simply for convenience of parking. This does not allow you to park
in fire lanes, handicapped parking spaces, or 24 hour reserved spaces, and does NOT guarantee that you will not be towed. Please be sure to include your name and contact information on the April form. This will be printed on the permit and should be visible, in case police need to get in touch with you to move your vehicle.

If you have any questions, please contact Danica at 765-494-9113 or dkirkpat@purdue.edu