K-12 Paperwork Instructions [TBP]

Last updated: January 27, 2025 at tbpmig.org/k12-paperwork

K-12 Outreach is a great way to meet your electing service requirements, as we offer 50+ hours worth of events throughout the semester, meaning there are options for everyone. *As a reminder, undergraduate electees are required to complete* **at least 4 K-12 service hours** *to initiate.* Below are instructions for ensuring that you are able to participate as a volunteer. **You must complete both steps successfully.**

Note that there is no official deadline for completing the following; However, the sooner you do, the more K-12 events you will be able to sign up for, and so you can better distribute your hours throughout the semester as opposed to backloading yourself.

Step 0: Create a Member Profile on the TBP Website

Before beginning, please ensure that you have a *member* website profile at tbpmig.org. You can check if you have a profile by going to this page.

If you are volunteering for an event but are not a member of TBP, please contact the program administrator.

Step 1: Background Check Verification

1. Enter your information at tbpmig.org/opt-in.
Please enter your legal first and last name to the form. Your university email address is also collected automatically.

From there, your information is manually compiled by the K-12 Outreach Officers and then sent to the University's Shared Services Center. **You only need to fill this form out once** unless your information was incorrect; filling out the form multiple times does not "restart" the verification process.

2. Check for an email from HireRight.
This will arrive in approximately 1-2 business days, titled "The University of Michigan Background Verification Request for [Your Name]". Make sure to check your spam folder if it does not show up in your inbox.

3. Fill out the form within 5 days.
Follow the instructions within the email to complete the verification process. **If you do not click on the custom link within 5 business days, the request will expire.**

Once your check passes, the confirmation of your background check will be added to the website within one week of completing all steps. You do not need to submit any additional materials, as we can see the status of your background check from our end.

Step 2: BSA Safeguarding Youth Training

1. Create an account at tbpmig.org/ypt.
You do not have to use your @umich.edu email, but it will be where your certificate is sent once the trainings are complete.

2. Complete the SYT Modules.
Go to Catalog > Programs > Safeguarding Youth (English). Follow the instructions to complete all modules under the Safeguarding Youth Training program.

3. Submit Your Certificate to tbpmig.org/ypt-confirm.
You must provide the actual PDF, a screenshot will not be accepted (see instructions in the form).

Once you submit your certificate to the form, we will review it and add it to the website.

Troubleshooting

Why can't I still sign up for K-12 Events after I've completed all the requirements?
Once you have submitted your certificate and had your background check completed (which takes time even after you have responded to the HireRight email), the K-12 Outreach Officers still need to manually add the information to the website. We check the forms multiple times per week, but there is some delay. If you need your confirmation added urgently (i.e. if you are needing to sign up for an upcoming event), then please contact one of the K-12 Outreach Officers (via Slack or email).

You can see if your paperwork has been added at the bottom of your website profile:

> **Background Checks on file:**
> This lists the date the check was filed. AAPS background checks and BSA training are good for 2 years. UM background checks are good for 2.
>
> - *BSA Training:* Oct. 24, 2024
> - *UofM Background Check:* Sept. 30, 2024

Why haven't I received an email from HireRight?
If it has been more than 2 business days, one of the following might apply:
1. The email went to your spam
2. You may have already completed a background check through a previous University organization
   → No extra work is needed, we will add your previous check to the website

If you have questions, need any assistance, or are unsure of your background check status, please reach out to our K-12 Outreach Email: tbp.k12outreach@umich.edu or to the K-12 Outreach Officers on Slack.