To:

Oliver Goodrich

Associate Dean of Students for Spirituality and Meaning-Making

Director, Cornell United Religious Work (CURW)

Cornell University

122 Anabel Taylor Hall

Ithaca, NY 14853

Re: Application for CURW Affiliation as Campus Minister for [name of applicant].

Dear Mr. Goodrich,

 On behalf of [sponsoring organization], I am writing to confirm the following:

1. [Sponsoring organization] is responsible for providing oversight, guidance, and financial support to the [name of Applicant] (the “Applicant”) in the course of his/her work and ministry at Cornell.
2. Within the last twelve (12) months, [Sponsoring organization] has conducted a criminal background check (including investigations for, and review of, any state and federal felony convictions; misdemeanor convictions; and any pending deferred adjudications) and nationwide sex offender registry check on the Applicant that has yielded no information related to (1) criminal convictions of any kind within the last 7 years, or (2) any information related to any sexual related offense occurring at any time. [Sponsoring organization] is solely responsible for reviewing the results of such background checks to provide the foregoing attestation, and shall share the results of such background check(s) with Cornell only if (i) Cornell requests such background check(s) in writing.
3. The Applicant has not been the subject of any discipline (including termination, resignation, demotion, transfer, reduction in pay, or other sanctions) by [Sponsoring organization] based on job-related performance, and [Sponsoring organization] is not aware of job-related disciplinary measures against the Applicant at any time.
4. The Applicant has not been investigated for sexual misconduct of any kind within the scope of the applicant’s employment or affiliation with [Sponsoring organization], and Sponsoring organization] is not aware of the existence any allegations of sexual misconduct against the Applicant at any time.
5. [Sponsoring organization] will immediately notify CURW in the event that allegations of misconduct are raised against the Applicant.

I represent and warrant that I am authorized to execute this Attestation on behalf of [Sponsoring organization] and do so with the intent of inducing Cornell University to accept [Applicant] as a CURW Affiliate campus minister or ministry support staff person, knowing that Cornell University will rely thereon.

For [Sponsoring organization].

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By:

Title: