

VOLUNTEER BACKGROUND CHECK

Requirement

There is no requirement for a fingerprint background check or for conducting a fee-waived Internet Criminal History Access Tool (ICHAT) check on prospective volunteers solicited for the purpose of providing care, instruction, or supervision per the request of a NCJA. The use of either is per the discretion of the individual NCJA and for an individual that has, or may have, *unsupervised access* to a vulnerable population.

- National Child Protection Act (NCPA) – A NCJA may complete a Child Protection Volunteer (CPV) background check on a prospective volunteer. This is available to qualified entities and provides a state and federal fingerprint background check.
- Fee waived ICHAT – Is a state only check, based on identifiers, and can be provided free of charge for a *nonprofit organization or school*. A signature to conduct an ICHAT is not required.

A NCJA taking advantage of these additional resources is subject to audit by the Michigan State Police and will be required to provide certain supporting documentation (position description) of why the agency conducted a NCPA fingerprint or an ICHAT check on a volunteer. Please contact our Criminal History help desk for additional questions or concerns, (517) 241-0606.

Purpose

This sample document was the result of an overwhelming request for guidance by NCJA. The purpose of this document is to give your agency a sample tool for good representation of supporting documentation “Position Description” for audit purpose. Your agency is in no way obligated to use this template.

Position Description – Is documentation which indicates the check completed was for an authorized purpose.

Instructions

The Volunteer Background Check Acknowledgement Form is provided in a Word format. This template may be used for either a fingerprint or name based background check. Once the form is completed, the completed form is to be maintained by the agency for a minimum of one year if used for fingerprinting, or a minimum of six months for ICHAT.

NCJA means – A governmental agency authorized by federal statute, executive order, or state statute and approved by the U.S. Attorney General to be able to receive state and federal fingerprint based CHRI, directly or indirectly from the Michigan State Police (MSP). Examples of services include, but are not limited to, employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances

**VOLUNTEER BACKGROUND CHECK
Acknowledgment Form**

Nonemployment Background Checks Only

Service to provide:** _____ **Date to Provide Service: **** _____

In order to ensure the protection of children in the care of Harper Woods School District, school policy requires, prior to any and all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a [fingerprint or State of Michigan ICHAT] background check. **If ICHAT, the background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers.** Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

POTENTIAL VOLUNTEER INFORMATION

Full Printed Name: _____
Maiden name or other name(s) previously used: _____
DOB: _____ Sex: _____ Eye Color: _____ Hair Color: _____ Height: _____
[mm/dd/yyyy]
Race: _____

HISTORY INFORMATION

- 1) Have you volunteered for the Harper Woods School District before? Yes No
Which location? _____
- 2) Have you ever pled guilty, or been convicted of a felony in a state or federal court?
 Yes No
Date and state offense/conviction occurred: _____
If yes, provide a detailed description of the conviction: _____

- 3) Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?
 Yes No
Date and state offense/misdemeanor occurred: _____
If yes, provide a detailed description of the conviction: _____

- 4) Are you the subject of a current criminal investigation or have pending charges against you?
 Yes No
Date and state the investigation is ongoing: _____
If yes, provide a detailed description of the investigation or pending charges: _____

[Harper Woods School District]

Rev. [1/5/2016]

Harper Woods School District reserves the right to “approve” or “deny” any volunteer service upon review of the background check returned. The determination will be based upon the individual’s fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting to the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete the requested background check.

Signature: _____
Complete Address: _____
Contact Number(s): _____
E-mail Address: _____
Date Signed: _____

Please return completed form to **Harper Woods School District/19851 Anita St. – Board Office, Harper Woods, MI 48225**. Questions or concerns, please contact Phyllis Greene at 586-209-2400.

OFFICE USE ONLY

Copy of Identification attached and verified: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date Approved/Denied [mm/dd/yy] _____ Determining Staff Member [Initials] _____