Jesse Lee ASP Group

BACKGROUND VERIFICATION DISCLOSURE FOR ADULT VOLUNTEERS

I agree that participating in the Jesse Lee ASP Group requires compliance with the Jesse Lee Memorial United Methodist Church Safe Sanctuaries policy. I hereby authorize ChoicePoint Services Inc., on behalf of Jesse Lee Memorial United Methodist Church to procure a criminal record background report.

_____ _____ _____
Applicant Name (please print) Signature Date

_____-_____-_____ _____
Social Security Number Date of Birth

Printed Name _____

Street Address_____

City, State, Zip _____

Jesse Lee Memorial will provide you with a copy of your background check and will retain a copy in a secure location. Please seal this completed form in an envelope with your name on the front and give it to the forms director, Jenni Mason, with your other forms. If you have any questions, you may contact ASP Council member, Linda Shackelford at (914) 763-8165.

The following Consumer Reporting Agency will prepare the report:
ChoicePoint Services Inc.
1000 Alderman Dr.
Alpharetta, GA 30005

Jesse Lee Memorial United Methodist Church ASP
Background Verification Policy & Procedures

POLICY

1) All adults (those out of high school at least 1 year) need to submit to a background check every three years.
2) This will be done on the same basis as all other Jesse Lee Memorial UMC background checks.
3) If there is a conviction or plea of no contest for any situation that may disqualify an adult volunteer, then the individual will not be allowed to volunteer with Jesse Lee ASP.
4) If there is a conviction or plea of no contest for a driving related offense or the individual has had a suspended driver's license within the past 5 years, then the individual will be able to volunteer with Jesse Lee ASP but will NOT be able to drive at any time during the trip.

PROCEDURE

1) Our Forms Director will collect the background verification authorization forms in sealed envelopes.
2) The Forms Director will log in who has turned in an envelope.
3) The Forms Director will give the sealed envelope to the church administrator.
4) The church administrator will run the background check by e-mailing the info on the forms to the Church's background check company.
5) The church administrator will mail a copy of the report to the individual and file a copy with Social Security number blacked out in a locked, secure storage.
6) If there is any situation that may disqualify an adult volunteer on the report:
   a) The church administrator will inform Jesse Lee's senior pastor.
   b) The senior pastor will contact the individual and tell them that they cannot go on with Jesse Lee's ASP group.
   c) Either the individual or the senior pastor will inform someone on the ASP council that the individual will not be going on ASP. The reason for not going does not need to be disclosed.
   d) The senior pastor will make sure that the individual is not on the final list of adults going on the trip.
7) If there is a driving related offense on the report
   a) The church administrator will notify one of the ASP council directors.
   b) An ASP council director will contact the individual and tell them that they cannot drive on the Jesse Lee ASP trip.
   c) The ASP council director will notify the individual's center leaders that that person cannot drive on the trip.