

Danville-Church Based Tutorial Criminal Offense and Background Check Procedure

The Danville-Church Based Tutorial requires all adult volunteers who are 18 or older who provide direct service to any child participating in an approved Danville-Church Based Tutorial site, to comply with obtaining a criminal history and sex offender background check **prior** to providing direct service. Any site who fails comply with this procedure will no longer be considered a Danville-Church Based Tutorial Site and will lose all access to resources and funding as provided by Danville-Church Based Tutorial.

Application forms which provide demographic data and give approval for background checks are available for each site and may be obtain by requesting additional copies from the Executive Director. Each Pastor, Site Coordinator and Volunteer is required to sign stating they have reviewed and will adhere to the Danville-Church Based Tutorial Criminal Offense and Background Check Procedures. Once the application is completed and signed by the Volunteer and Site Coordinator, the Application Form will be given to the Executive Director in a sealed envelope marked confidential. Upon receipt of the completed application the Executive Director will submit the required information into the Lexis Nexus to complete the background check. Upon notification of a favorable record check the Executive Director will notify the Site Coordinator of the approval and the volunteer can begin providing direct service. Upon an unfavorable or an inconclusive report the Executive Director will notify both the applicant and the Site Coordinator of unfavorable status and the Board of Director's decision in writing. It is the responsibility of the Executive Director to maintain and secure all volunteer background checks on file. Any potential volunteer with a conviction of a sex offense or violent crimes against a person will be immediately refused. Any potential volunteers with a criminal conviction will be evaluated by the Danville-Church Based Tutorial Board of Directors and a decision will be given to them in writing.

In making a decision to refuse a potential volunteer who has a criminal record the Board of Directors will look at two factors:

1. The nature and gravity of the crime or crimes; and
2. The time that has passed since the conviction and/or completion of the sentence.

The decision will be documented and kept on file.

All volunteers are responsible to notify the Site Coordinators and/or Executive Director of any arrest or warrants served immediately after the arrest and prior to providing direct service. Failure to notify will result in immediate termination from approved volunteer list and no contact should be made with any child participating in the Danville-Church Based Tutorial program. Any volunteer who is arrested or served a warrant should be place on inactive status until further review and determination from the Board of Directors.

I _____ have read, understand, and will comply with the Criminal Offense and Background Check Policy. I further understand failure to comply will result in immediate termination. I give permission for Danville-Church Based Tutorial Program permission to complete the Criminal History and Sex Offender Search.

Volunteer

Date

Site Coordinator

Date

Danville Church Base Tutorial Program

Volunteer Application Form

(Please Attach a Copy of a Valid Driver's License or Picture ID)

Date: _____ Start Date: _____ Soc. Security # _____

Name: _____ Sex: Male _____ Female _____

Address: _____ Home Phone: _____

City/State/Zip: _____ Cell Phone: _____

Church: _____

Pastor: _____ Coordinator: _____

Church Address/Phone Number: _____

Employer: _____ Occupation: _____

Address: _____ Phone Number: _____

Name and phone number of emergency contact: _____

Interest/Hobbies/Skills/Special Talents or Training: _____

In accordance with the Danville-Church Base Tutorial Program's procedures all volunteers who have contact with the children must submit the required documentation for a criminal history record check to be completed. The purpose of the criminal record check is to protect the children we serve. Attached is a Criminal Background Affirmation which a person may disclose any information concerning convictions or pending convictions at the time of application. Certain convictions or pending convictions may disqualify a person from becoming a volunteer. Persons with convictions who want to volunteer will be considered by the Board of Directors. A written letter will be given to any applicant denied. Those approved and any applicants who affirm they have no convictions will complete the Criminal History Record Name Search Request form.

Applicant

Date

Site Coordinator

Date