



Date Issued 11/9/17	Page No. 1 of 1
Subject BACKGROUND CHECK & BARRIER CRIMES POLICY	
Original Effective Date	11/1/2013

The Boys & Girls Club of the Lower Naugatuck Valley is committed to selecting and retaining the best staff and volunteers to serve its youth. As part of the initial selection process and on an on-going basis, the Boys & Girls Club of the Lower Naugatuck Valley will:

- 1) Conduct criminal background checks of all employees, including minors, board volunteers, volunteers who serve on a standing or enumerated committee, advisor or otherwise.
- 2) Conduct background checks on all volunteers, including minors who have direct, repetitive contact with Club members.

Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum,

- a) verify the person's identity and legal aliases,
- b) provide a national Sex Offender Registry search, and
- c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings shall be considered when making employment or volunteer decisions. The Boys & Girls Club of the Lower Naugatuck Valley will not consider an applicant eligible for employment or volunteer service, if such individual:

- refuses to consent to a criminal background check,
- makes a false statement in connection with such criminal background check,
- is registered, or is required to be registered on a State or National sex offender registry, or child abuse registry
- has been convicted of a felony consisting of:
 - child abuse,
 - a crime against children, including child pornography,
 - a crime involving rape or sexual assault.

If convicted of any misdemeanor crimes against children or other felonies, the Boys & Girls Club of the Lower Naugatuck Valley will review the circumstances surrounding the crime including, but not limited to, the date of the crime, circumstances therewith, and rehabilitation of the individual. The primary focus of the review is to protect the Club members while acknowledging one of the goals of the Club, which is to rehabilitate those youth who have dealt with difficult life situations.

This Background Check Policy is a Boys & Girls Clubs of America-required policy.





BOYS & GIRLS CLUB
OF THE LOWER NAUGATUCK VALLEY

National Background Check Request for Criminal History Information

Applicant Information *(all information in this section must be completely filled out)*

Applicant's Name _____
First Middle Last

Mailing Address _____
Street City, State, Zip

Please check one of the following:

- I hereby authorize the Boys & Girls Club of the Lower Naugatuck Valley to conduct criminal background checks on the undersigned during my service as a **volunteer/staff/contractor (please circle one)**. The background check shall include the following components: (a) an identity and legal alias verification; (b) a national criminal record file search; and (c) a national sex offender registry search. I understand the purpose and reasons for the background check are set forth in the Boys & Girls Club of the Lower Naugatuck Valley's Background Check Policy, receipt of which is hereby acknowledged. This Authorization shall remain valid for the duration of my service as a volunteer unless I provide a written revocation of this Authorization to the Executive Director of the Boys & Girls Club of the Lower Naugatuck Valley.
- I do not authorize the Boys & Girls Club of the Lower Naugatuck Valley to conduct criminal background checks on the undersigned due to privacy concerns. Instead, at my own cost and expense during my service as a volunteer at the Boys & Girls Club of the Lower Naugatuck Valley, and upon request, I agree to hire an independent company to perform background checks on the undersigned. The background check shall include the following components: (a) an identity and legal alias verification; (b) a national criminal record file search; and (c) a national sex offender registry search. I agree to provide the Boys & Girls Club of the Lower Naugatuck Valley with a redacted background check report. The redacted portion of the background check shall only be the undersigned's birth name or previous names, social security number, and/or date of birth.
- I do not authorize the Boys & Girls Club of the Lower Naugatuck Valley to conduct a criminal background check on the undersigned. I also do not wish to hire an independent company to perform a background check on the undersigned. I wish to resign as _____ of the Boys & Girls Club of the Lower Naugatuck Valley.

Signature _____

Date _____ Phone _____

Previous Names (include maiden name, aliases, previously married names) _____

Do not complete if choosing Option No. 2 or 3 above

Social Security # _____ Date of Birth ____ / ____ / ____ Gender Male

Female

Do not complete if choosing Option No. 2 or 3 above

Office Use Only

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Supervisor Requesting Background Check • Please print neatly