



ROTARY DISTRICT 5010 YOUTH EXCHANGE PROGRAM



Criminal Background Check Process (Alaska)

1. Individuals who will be adults (18 years of age or older) in host families or who are Rotary volunteers having direct, one-on-one contact with the student shall be subject to the criminal background check process.
2. The District will obtain a Youth Volunteer Application (the Application) from each individual covered by the District's Student Protection and Criminal Background Check policies.
3. The final part of the Application is the Consent to Criminal Background Check (the Consent) and the Consent for Disclosure of Criminal Record Information. Disregard the Consent for Disclosure of Criminal Record Information, form RCMP GRC 3584e (2005-12) and the Consent for a Criminal Record Check for a Sexual Offense for which a Pardon has been Granted or Issued, form RCMP GRC 3923e (2001-11) ICS. These two forms are used only in Canada.
4. The Consent contains the individual's name, signature, aliases, address, date of birth, and Social Security Number/Government Identification. It is the only place that the individual's date of birth or Social Security Number/Government Identification is recorded.
5. The District's CBC Officer is the only person who will see the information recorded on this page. The District's CBC Officer is a non-Rotarian retained contractually to conduct the District's background checks.
6. **The Consent should be completed, signed and sealed in a pre-addressed stamped envelope by the individual.** The envelope will be addressed to Rotary District 5010 Youth Exchange Program, ATTN: CBC Officer, 200 West 34th Ave Box 393, Anchorage, Alaska 99503. The individual's name and address should be used as the return address information. Everyone should forward his/her individual Consent directly to the District.
7. Upon receipt of the Consent, the District will have a **national criminal background check and sex offender registry search performed with a Social Security number verification** by one of several vendors.
8. The District will pay for the search that is conducted.
9. The District will review the reports received for each individual.
10. If the results obtained do not show adverse information that might suggest a potential disqualification, the District will send an e-mail confirmation of positive findings to the authorized club officer.
11. If the results obtained contain adverse information that suggests a potential disqualification, the District will have a discussion with the club officer regarding the decision process that the District will use and how the District will communicate the decision to the individual in the event of a disqualification.
12. In the event of a potential disqualification, the District will send a Notice of Anticipated Adverse Action, a notice of rights under the Fair Credit Reporting Act, and a copy of the background check from the

vendor to the individual. The individual may appeal to the vendor that provided the report if he/she believes that information in the report is incorrect.

13. When a decision for disqualification has been made, the District will send a notice of that decision to the individual.
14. In the unusual situation where the national background check reveals that further search is necessary at the local courthouse level, this will be communicated to the club and a discussion held with the authorized club officer of the options and merits of obtaining the necessary information.
15. Should additional information be required, the District will have the option as to how the information should be obtained.
16. The District will maintain a record of all background checks related to an individual in a secure file. The record will include the individual's Waiver/Consent/Release, all reports of background checks performed, and the type of information that was reported to the club, as well as the date on which it was reported.
17. The District will retain the record of a background check in a secure file for ten (10) years.
18. Except for the Youth Volunteer Affidavit and notes from the personal reference checks, no other personal information will be seen, copied, or retained by Rotarians in the local Rotary Club or the District.
19. Any questions or comments about the District's Student Protection Policy, its Criminal Background Check Policy, or this Criminal Background Check Process should be addressed to the District 5010 Youth Exchange Chair or the Alaska-Yukon Chair.