

BACKGROUND CHECK POLICY/FORMS FOR Shelby Mission Camp

Please read the background policy information below, issued by John M. Butler, Executive Leader of Business Services for the Baptist State Convention of North Carolina. The forms mentioned are also included.

TO: Churches Sending Youth to the Shelby Mission Camp

FROM: North Carolina Baptist Men (NCBM) and Baptist State Convention of North Carolina (BSCNC)

Background checks on all adults who will be chaperoning, teaching Bible studies or accompanying youth from your church to the Shelby Mission Camp are a necessary part of protecting the youth of your church. North Carolina Baptist Men and the Baptist State Convention feels that you, as a church, need to know that you are doing everything you can to protect your youth and the assets of your church. It is our hope that you have already put in place a policy that requires background checks for anyone working with children from cradle roll up to those who have reached age 18.

North Carolina Baptist Men must have a form from your church on adults (this includes youth on the trip who have already turned 18 before the mission dates) accompanying the youth who are attending the Shelby Mission Camp projects. We have formatted a sheet on which you can list people who have had background checks and are cleared to work or chaperone. It will be the responsibility of your church to get the background checks completed on all adults going with your group at least one week prior to departure. Any adult from your church working or chaperoning youth who comes to the Shelby Mission Camp and whose names are missing from this sheet will not be allowed to stay on the grounds at Shelby. This must be done for the protection of all youth, your church, NCBM and BSCNC.

Your church can choose any background company that you like. NCBM and BSCNC realizes that if you have not done background checks in the past, you may need to get in touch with a reputable company. Here at NCBM and BSCNC, we have used First Point Resources, out of Greensboro, NC.

Scott Hall, the manager of First Point Resources, is a Baptist and he, himself, attended Caswell as a youth. Scott has told BSCNC that he will give churches a special rate of **\$10 per person** for a criminal background check and a sexual misconduct check. That is a real bargain!! For those who routinely drive youth to events, you may want to include a driving record also – that would be an additional expense. If you want to use First Point, you have to call Scott Hall directly at 800-288-7408 Ext 3037 or you can send him an email at shall@firstpointresources.com to set up an account for your church. Please identify yourself as a church that got the letter from NCBM and BSCNC regarding adults participating in the Shelby Mission Camp projects.

For your convenience, attached is a First Point form (use this form only for First Point Resources) which every candidate would have to complete VERY LEGIBLY. If it is not highly readable when faxed to First Point, your staff will be called to clarify information or you will have to ask the adult to resubmit the form to you. You will need to maintain a file with copies of all forms and a copy of the report on each person cleared in the background check. This will be valuable information in a court of law should your church ever be sued for the actions of any adult working with youth.

Thank you for your cooperation. Again, I remind you that you can choose any company you wish to do the background checks; but the names of all adults accompanying your youth group must appear on the form to be presented at Registration when your group arrives at the Shelby Mission Camp.

Form for church to keep in its files with First Point or other company form:

I, _____, have volunteered to work with youth (youth being anyone from birth to age 18) at my church or at any functions in which my church participates with its youth. I realize that to safeguard the youth and the church a background check must be performed by a professional company and a file kept at the church for future reference. I want to fully comply with this request by my church.

I am given the following opportunity to tell and or explain to my church prior to the background check of any problems that may be found. I realize that if I fail to disclose any that might be found, I will not be allowed to work with youth at my church. (Note: Things that one has been told are expunged from public records usually have not been!)

_____ I do not know of any problems that may be found.

_____ I voluntarily choose to disclose the following:

Signed: _____

Date: _____



You must print legibly and hard enough for the information to be read when faxed. No markouts please

NAME (First, Middle, Last) _____ Gender Male / Female

MAIDEN NAME (If applicable) _____

CURRENT ADDRESS: _____ HOW LONG? _____

CITY, STATE, ZIP: _____

1ST PREVIOUS ADDRESS _____ HOW LONG? _____

CITY, STATE, ZIP: _____

APPLICANT SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH ____/____/____

DRIVER'S LICENSE # AND STATE ISSUED: _____

APPLICANT AUTHORIZATION

I hereby authorize FirstPoint, Inc. ("FirstPoint") to prepare an INSIGHT report that will include my present and previous employment information including salary as well as work performance. I also authorize FirstPoint to verify my past and present driving records, education records, credit history, and professional credentials. I further authorize FirstPoint to perform a criminal records search.

I understand that FirstPoint does not guarantee the accuracy or timeliness of the information obtained from other sources and that FirstPoint will not be liable for any inaccuracy in the information obtained from other sources that are included in the INSIGHT report.

Further, I authorize my current and former employers, as well as other organizations to provide such information to FirstPoint and I hereby release and hold harmless FirstPoint, my current and former employers, as well as other organizations that have provided information in connection with my INSIGHT report.

CONSUMER DISCLOSURE

I understand that a pre-employment consumer report (Insight) may be obtained from the FirstPoint, Inc for employment purposes.

_____/_____/_____
APPLICANT'S SIGNATURE DATE

_____/_____/_____
PARENT/GUARDIAN SIGNATURE (IF APPLICANT IS UNDER 18 YEARS OLD) DATE

Reports requested by Name of church: _____

Criminal Records Credit Report (Persona) Motor Vehicle Record Sexual Misconduct