## **BACKGROUND CHECK POLICY/FORMS FOR Red Springs 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 Red Springs 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 Red Springs 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 Red Springs 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 Red Springs Mission Camp and whose names are missing from this sheet will not be allowed to stay on the grounds at Red Springs. 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 <a href="mailto:shall@firstpointresources.com">shall@firstpointresources.com</a> 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 Red Springs 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 Red Springs Mission Camp.

## Form to be taken to the Red Springs Mission Camp and given at Registration

The following people from		(name of church) located at
	(street address in	(city and state)
have been cleared by background checks	-performed by a professional compa	ny - to accompany, chaperone, work
with youth or participate in other activitie	es at the Red Springs Mission Camp d	uring the week or days of
Any person who is found to have	e criminal convictions related to sexu	ual offenses shall in no case
	erone, Bible Study leader or accompa	<del></del>
be permitted to serve us a unape	stone, since study leader of accomp	any you an area area.
	[	
Name of Adult		n is doing such as chaperoning, ng with Bible studies, working
Use more than one sheet if necessary.	L	
Certified by signature of pastor of the chu	ırch, chairman of deacons, head of pe	ersonnel committee or other church staff or
member.		
Position in church:		
Printed name:		
Signature:	Date	::

## 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 INSIC employment information including salary as well as work performan present driving records, education records, credit history, and profess perform a criminal records search.	ice. I also authorize FirstPoint to verify my past and	
I understand that FirstPoint does not guarantee the accuracy or timeliand that FirstPoint will not be liable for any inaccuracy in the inform the INSIGHT report.		
Further, I authorize my current and former employers, as well as other FirstPoint and I hereby release and hold harmless FirstPoint, my currorganizations that have provided information in connection with my	rent and former employers, as well as other	
CONSUMER DISCLOSURE I understand that a pre-employment consumer report (Insight) may b purposes.	be obtained from the FirstPoint, Inc for employment	
APPLICANT'S SIGNATURE DATE		
PARENT/GUARDIAN SIGNATURE (IF APPLICANT IS UNDER 18 YEAR	RS OLD) DATE	
Reports requested by Name of church:  Criminal Records Credit Report (Persona)	Motor Vehicle Record Sexual	