



## 2012 MICHIGAN YOUTH TROUT CAMP BACKGROUND CHECK PERMISSION FORM

1. TU national Staff will once again contract with VolunteerSelect, a division of ChoicePoint, to conduct background checks on volunteers who participate in TU youth camps.
2. Youth camp directors will use the form below to gather specific information on volunteers who need to be checked. As a point of reference, volunteers who have (or the potential to have) a high degree of contact with students in a non-classroom setting (e.g. chaperones, counselors, ghillies) should be checked; volunteers who attend to give a single presentation to the whole group do not need to be checked.
3. We will conduct background checks on volunteers on an annual basis. This includes repeat volunteers.
4. John Sabina will be the single point of contact (POC) for the Michigan Youth Trout Camp to gather volunteer identification forms and interact with TU national Staff.
5. At TU's office, Hillary Coley will be the POC and will conduct the background checks through VolunteerSelect. Hillary will maintain all records. She can be reached at [hcoley@tu.org](mailto:hcoley@tu.org) or 703-284-9416. **The personal information obtained will remain confidential and will be used only for a background check in relation to the participation in a TU youth camp.**
6. Timeline:
  - a. The youth camp POC will mail or fax volunteer identification forms to Hillary by May 1.
  - b. At that time, Hillary will conduct background checks through VolunteerSelect. By June 1, Hillary will return the results to each youth camp POC, informing them whether or not volunteers are, or are not, on the registries checked by VolunteerSelect.
  - c. If an individual is found to have a criminal or sex offender history by VolunteerSelect, Hillary will send the individual a copy of an "Adverse Action Letter", a copy of the Fair Credit Reporting Act and a copy of their record. VolunteerSelect will contact the individual directly by mail. We will be using VolunteerSelect's National Criminal File service, which conducts a comprehensive national search of criminal records and sex offender registries.
7. Any evidence of any of the following revealed by the background check will disqualify an individual from serving as a youth camp volunteer:
  - a. Any offense defined as a felony (by the jurisdiction in which the offense or charge occurred.)
  - b. Any offense, including misdemeanors, involving violence, controlled substances, driving while under the influence of alcohol (within the previous five years), conduct of a sexual nature, or inappropriate conduct towards children.

SPONSORED BY KALAMAZOO VALLEY CHAPTER OF TROUT UNLIMITED



## **2012 MICHIGAN YOUTH TROUT CAMP BACKGROUND CHECK PERMISSION FORM**

Parking tickets, moving violations other than driving under the influence, driving under the influence charges for conduct that occurred more than five years before the date of the background check, or misdemeanor charges not involving violence, controlled substances, sexual conduct, or inappropriate conduct toward children will not disqualify a volunteer from serving at a TU youth camp. Any individual who passes the background check pursuant to the above criteria will be deemed eligible to serve as a youth camp volunteer. However, it is possible that under some circumstances, facts may be revealed by the background check that may require tailoring an otherwise eligible volunteer's participation to minimize risks to campers. Specifically, an individual with multiple moving violations over the previous five years, or with a particularly serious moving violation on their record (such as reckless driving) should not be allowed to drive a vehicle carrying campers, or carrying other volunteers on camp activities.

8. TU's national office will cover the cost of these background checks.

This policy is designed to draw an overly cautious "bright line," and to avoid making personal judgments about whether a particular individual represents a risk to the camper participants. Adherence to the background check policy is not negotiable.

The form follows on the next page.



**2012 MICHIGAN YOUTH TROUT CAMP  
BACKGROUND CHECK PERMISSION FORM**

**PLEASE TYPE YOUR INFORMATION INTO THIS FORM, PRINT IT OUT AND THEN SIGN THE FORM.**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yy) Social Security Number: \_\_\_\_\_

Trout Unlimited conducts background checks on volunteers participating in TU youth camps. We will be conducting a National Criminal Background Check performed by ChoicePoint, Inc. Your personal information will remain confidential and will only be used for a background check in relation to your participation in a TU youth camp.

I hereby grant Trout Unlimited permission to conduct the above referenced background check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send typed form with handwritten signature to John Sabina by April 25, 2012.

Send to:                      John Sabina  
                                      6039 Quaker Lane  
                                      Washington, MI 48094  
                                      248-224-2902

SPONSORED BY KALAMAZOO VALLEY CHAPTER OF TROUT UNLIMITED