



**BOYS & GIRLS CLUBS
Of Collin County**

Employee and Volunteer Background Check Policy

The Boys & Girls Clubs of Collin County is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an ongoing basis, Boys & Girls Clubs of Collin County will conduct background checks in accordance with the following policy.

Boys & Girls Clubs of Collin County will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum,

- (a) verify the person's identity and legal aliases through verification of a social security number,
- (b) provide a national Sex Offender Registry search,
- (c) provide a comprehensive criminal search which includes a national search,
- (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search

Such checks will be conducted prior to employment and at regular intervals not to exceed (12) months.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Clubs of Collin County that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered, on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:

1. murder,
2. child abuse,
3. a crime against children, including child pornography,
4. domestic violence,
5. stalking, abduction or human trafficking,
6. a crime involving rape or sexual assault,
7. arson,
8. weapons, or
9. physical assault or battery,
10. terrorist threats
11. sale of controlled substances, and

- (e) has been convicted of a drug-related felony offense committed within the last five years.

Boys & Girls Club of Collin County will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by Boys & Girls Clubs of Collin County prior to extending an offer for employment or volunteer service.

Boys & Girls Clubs of Collin County

Applicant / Volunteer Name _____

The undersigned applicant / volunteer acknowledges that they have received, read, and understand the contents of the Applicant / Volunteer Background Check Policy and authorize BGCCC to obtain such background check.

Signature

Date: _____