

HOBY Background Check and Child Protection Policy

HOBY is first and foremost dedicated to ensuring the safety of the Ambassadors who attend our programs. Therefore, all volunteers 18 years and older who will have repetitive access or contact with Ambassadors, or who will sit on the local affiliate corporate board must agree to a background check annually.

Background checks for individuals accepted to the positions of Regional Project Director (RPD) and Corporation President (CP) will be conducted by HOBY International; background checks on all other volunteers will be conducted by the Corporation President of the local affiliate HOBY corporate board.

HOBY's insurance carrier requires background checks to be conducted on volunteers as a condition of coverage. In other words, if an affiliate does not conduct background checks, the insurance carrier CAN deny coverage. Therefore, to protect individual volunteers, the affiliate, and HOBY International from an uninsured liability claim background checks must be conducted as specified and affiliates must verify annual background check completion.

In order to remain in full compliance with the insurance carrier and HOBY International policy each affiliate shall:

1. Require all volunteers to complete an official HOBY Background Check Form annually and submit the application to the local Corporation President prior to the applicant assuming his/her duties for the current seminar season.
2. Conduct an annual background check on all Directors on the Corporate Board AND any volunteers age 18 and over who have repetitive access or contact with Ambassadors (i.e. facilitators, etc.). For each individual volunteer, the affiliate must conduct a national criminal history check and sexual offender history check. If a person's background check reveals a conviction for any crime involving or against a minor, the affiliate shall not permit him/her to participate in any manner. A local affiliate may prohibit any individual from participating as a volunteer if the affiliate deems the individual unfit to work with minors.
3. HOBY has entered into an agreement with One Source to provide HOBY with comprehensive nation wide background checks for a reduced price of \$5.50 per name in all states with no maintenance fee. Affiliates have the option of having their background checks conducted by HOBY International using One Sources or One Source directly. Background Check forms will be collected by the CP and the Background Check Order Form for Multiple Individuals completed. This form will then be submitted to the affiliate's DNP for batch processing 30 days in advance of your HOBY event. Or, the CP may choose to run the background checks directly using the online service. Affiliates may pay for their background checks with a credit card or request an invoice. Background check results will be available online.

Note: Affiliates still have the option of running background checks using other service providers in accordance with the Background Check Policy. If the checks are conducted through another company, affiliates must submit a copy of the background check results



provided by the company to their respective Director of National Programs by the date of their event.

4. HOBY requires that the Corporate Board President continue to store copies of the forms, background check results, and any other relevant documents for seven years. Prior to disposing of the application and background checks results, all materials should be shredded.

HOBY Background Check and Child Protection Policy Questions and Answers

What volunteers need to have a completed background check?

HOBY requires background checks on all Directors on your Corporate Board, and any individual who is at least 18 years of age and provides service to HOBY and has repetitive contact with ambassadors.

Who should be responsible to process the background check information?

The Corporate President should be responsible for registering, ordering and handling all background checks.

What if an individual has previously had a background check?

Each affiliate must conduct its own background check on the appropriate individuals annually.

What will result in termination of a volunteer?

Any background check that reveals a conviction of any crime involving or against a minor must result in immediate termination. Additionally, volunteers who refuse to submit a fully completed Background Check Form must be eliminated from consideration for any position.

What if offenses involving or against minors are pending prior to or after appointment to a volunteer position?

We suggest suspension of the individual pending the outcome of the charges.

What if there are convictions or other offenses NOT involving or against minors?

A local affiliate may prohibit any individual from participating as a volunteer if the affiliate deems the individual unfit to work with minors. If you are unsure, please contact your Director of National Programs or the HOBY International office for guidance.

Where should these records be maintained and for how long?

For each volunteer, the Corporation President shall retain on file the most recent seven years of applications, background check results, and any other relevant documents. These records shall be maintained for three years after the volunteer's last date of participation.

Where can I find funding assistance to pay for the background checks?

HOBY suggests that each volunteer pay for his/her background check as a condition of service to HOBY.

Where can I find the HOBY Volunteer Application & Background Check Form?

Go to www.hoby.org > Volunteers > HOBY Online > Volunteer Resources > Corporate Board > Background Check Form for Volunteers.



HOBY Annual Background Check Form for Volunteers

Applicant Release Authorization



In accordance with the Child Protection Policy of Hugh O'Brian Youth Leadership (HOBY), all volunteers 18 years and older who will have repetitive access or contact with Ambassadors, or who will sit on the local affiliate corporate board must complete this form and agree to an background check annually. Background checks for individuals accepted to the positions of Regional Project Director (RPD) and Corporation President (CP) will be conducted by HOBY International; background checks on all other volunteers will be conducted by the Corporation President of the local affiliate HOBY corporate board.

The information provided on this form is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Hugh O'Brian Youth Leadership (HOBY) or its background check service provider or agent, to furnish the information described above. I understand that in the event a negative hiring decision is made based upon the results of my background check, a report will be furnished to me upon my request. I understand that, regardless of previous appointments, HOBY is not obligated to appoint me to a volunteer position. If appointed, I understand that violation of HOBY policies or principles could be subject to my suspension or removal by HOBY staff.

PERSONAL INFORMATION (PLEASE PRINT)

(Please Print) HOBY STATE/SITE HOBY VOLUNTEER POSITION

LAST NAME FIRST NAME MIDDLE INITIAL (REQUIRED)

OTHER LEGAL NAMES YOU HAVE USED, INCLUDING MAIDEN NAME(S)

HOME ADDRESS CITY STATE ZIP CODE

SOCIAL SECURITY NUMBER DATE OF BIRTH

HOME PHONE BUSINESS PHONE CELL PHONE

E-MAIL ADDRESS

OCCUPATION/TITLE COMPANY/EMPLOYER'S NAME

NUMBER OF YEARS WITH HOBY HOBY ALUMNI YEAR (IF APPLICABLE)

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE.

SIGNATURE OF APPLICANT NAME OF APPLICANT (PLEASE PRINT) DATE

