



## VOLUNTEERS AND BACKGROUND CHECKS

# Bulletin #4

This bulletin contains a summary of the criminal background check (CBC) information included in previous CBC bulletins.

### A letter to volunteers

To continue to provide a safe environment for youth participating in the Scouting program, the National Council will send a letter to registered BSA and LFL (Exploring and LFL Committee) volunteers who have not had a CBC conducted previously. The letter will be mailed to:

- BSA adult volunteers who have been consistently registered since April 2003 in the same position when the CBC process began, including volunteers at all levels of Scouting: unit, district, council, and national.
- LFL volunteers, including those in Exploring Posts and those registered as LFL committee members.

### The Web site

The letter, which will be mailed on June 2, 2008, will direct volunteers to a Web site where they can log on using the person ID (PAS) and password provided in the letter. Volunteers can log on to the Web site from June 1 through August 1, 2008. Those who do not log on will not be able to renew their registration at recharter time without completing a new BSA application.

The volunteers can:

- Accept or decline the new authorization and disclosure statement. This statement will appear on all adult applications beginning this summer. The statement contains “evergreen” language, providing permission to conduct additional CBCs throughout the volunteer’s service. If the volunteer accepts, he moves to the next screen and provides personal

information. If he declines, he receives a confirmation message stating his registration will expire if a CBC is declined.

- Enter name, address, and Social Security number. This information is required. If the volunteer chooses to exit the Web site without completing the authorization process, he will be reminded that his registration will expire, his name will not be included in the next recharter, and he will have to complete a BSA or LFL application to renew his membership in the future.

### Your council’s role

When the information is completed on the Web site, the PAS person record is updated and the information is automatically forwarded directly to your council’s CBC submittal screen in PAS. The council CBC administrator should check the screen daily and click **Submit** to send these records, along with other new volunteer records for your council. These records will then go to ChoicePoint, the CBC vendor for the BSA.

Check the VolunteerSelect Web site daily for CBC results.

- Green completed status: The CBC completed date will be updated automatically in the PAS person record. See the Privacy tab.
- Red completed status: Something disclosed in the background check requires attention. Print the CBC, pass to the Scout executive or designee, and enter the CBC complete date in the PAS person record. This should be done regardless of the action taken by the Scout executive.

### Frequently Asked Questions

#### **Where can I get more information about the CBC process?**

A CBC Information page has been added to the Support site. The CBC Information page is a repository for all CBC-related support documentation, including training materials, sample documents, and graphics you can use when preparing handouts, presentations, newsletter articles, and Web site content. The documentation is customized for both Boy Scouts of America and Learning for Life audiences.

#### **Will BSA employees be included?**

National Council staff, professional BSA staff members, LFL executives, and local council employees who are registered and have not had a CBC conducted will receive a letter and follow the same procedure described in this bulletin.

#### **Where can I review the list of people who will receive the letter?**

From the MyBSA S.E. Only page, go to the Criminal Background Check gadget. The results lists includes all those in your council who will receive the letter.

#### **What if a volunteer has more than one record in PAS?**

We suggest that you merge multiple records. If one record includes CBC information, merge other records into the record with CBC information. Records must be merged by May 15, 2008, to prevent volunteers with multiple records from receiving the letter.

#### **Can the local council have the volunteer complete a new BSA application?**

No. New applications should be used only for new positions.

#### **What if the volunteer does not have a USA mailing address?**

Letters will be sent only to those volunteers with valid U.S. mailing addresses.

#### **What if the volunteer does not have a valid Social Security number?**

First, determine if the volunteer meets the criteria for receiving a letter (continuously registered prior to April 1, 2003). Some BSA volunteers are new to the United States and have not completed citizenship requirements, so they do not have a Social Security number. If the council has not requested a Social Security override for these individuals, they cannot complete the process. Their registration will expire and a new BSA application must be submitted.

If you requested and received an approved override from the Registration Service at the National Council and the volunteer receives the CBC letter, the volunteer's Social Security number will not be required, but a CBC will be conducted.

#### **Will Exploring volunteers receive a letter if a Form 28-573 was submitted.**

No. These Exploring volunteers will not receive a letter.

#### **How can a local council assist volunteers with no or limited Internet access?**

The letter directs volunteers in need of assistance to the service center. In anticipation of these calls, ensure a procedure is in place to provide computers in the council office, at camp, or other meetings.

#### **What if a volunteer makes an error?**

Call Registration Service at the National Council and request the volunteer's information be reset. Then, ask the volunteer to re-enter his information on the Web site and complete the authorization process.

#### **Will the council get CBC results?**

You can track CBC results in the Criminal Background Check gadget on the MyBSA S.E. Only page. From the CBC gadget, you can determine when a volunteer visited the Web site and which volunteers accepted, declined, or did not complete the process.