

2. **Accuracy of Application and Authorization Form.** Providing false information on the Youth Volunteer Application, the Consent to Criminal Background Check or the Consent for Disclosure of Criminal Record Information, including driver license number, address, date of birth, or social security number, is grounds for automatic exclusion from participation in the Program, regardless of the results of the criminal background check.
3. **Indemnification of District.** The District has no control over the information received from reporting agencies. The District cannot be liable to any person or entity for the information provided by any agency to the District or any of its agents, or for any actions taken by the District in reliance on such information. In order to assure the safety of exchange students, the District is entitled to and shall rely upon the information contained in the criminal history report until such time as a corrected criminal history report has been provided.
4. **Decision Process.** Upon receipt of the background check information, personal references, and other information assembled by the Club or Committee Member, the District Program's Chair is responsible for making the decision regarding the individual's eligibility. Any possible disqualification may be discussed with the District Governor before the individual is notified. The individual must be notified before and after any potential adverse action is taken. The individual must be informed of her or his rights under the Fair Credit Reporting Act and also must be provided a copy of the findings from background check provided by the vendor or the RCMP.
5. **Disqualification from Volunteer or Host Participation.** The following standards shall apply if the District learns (via a criminal background search, personal reference, or otherwise) that a prospective volunteer or host has been convicted of, has pled guilty to, has deferred adjudication for, or has pled no contest to one of the following crimes under the laws of any state within the United States, the United States, any Province or Territory in Canada, Canada, or any other nation or sovereign.

A. Automatic disqualification:

- Crimes against children
- Felony offenses against persons
- Felony offenses against the family
- Crimes defined as public indecency
- Crimes using weapons
- Arson
- Any violent crime or felony drug-related offense other than those identified below
- Residing on the same premises as a Registered Sex Offender

B. Possible Disqualification:

The decision whether to allow participation shall be within the exclusive and absolute control of the District for first offense DWI, DUI, or possession of a controlled substance under two ounces, and crimes against property (such as theft, fraud, embezzlement, forgery), The date of disposition, severity, and final disposition will be significant factors.

C. Other:

For all other criminal offenses (except traffic violations classified as misdemeanors), the District will review the applicant's situation on a case-by-case basis. If a person is charged with any criminal offense, other than traffic violations classified as misdemeanors, involvement with the District as a volunteer or host will be temporarily suspended pending disposition of the case.

6. **Challenging the Accuracy of the Criminal Background Record.** Any individual who disputes or desires to contest the information provided by any vendor to the District must contact the vendor who provided the information. It is the individual's responsibility to challenge the report received from the vendor and to arrange for any corrections, if necessary. An individual who disputes his or her

disqualification by the District must provide a written notice to the District within ten (10) days of being advised of his or her disqualification.

7. **Confidentiality.** The District will maintain the confidentiality of all criminal background check information, including information regarding disqualification decisions. Such records will be maintained in files that are exclusively devoted to the individuals vetted. However, it should be noted that the checks only show existing public records and do not include things such as credit information, driving licenses, or medical records.
8. **Records Retention.** The District will retain the records of any criminal background check in a secure file for a period of ten (10) years or longer if state, Territory, or national laws require a longer retention schedule for such records. The District will retain these records in electronic or hard copy form depending on which form is most suitable for preservation of the records and consistent with applicable laws. At the end of the scheduled retention period, the District will destroy the records unless there is pending or threatened litigation.
9. **Frequency of Background Checks.** Criminal background checks will be done for volunteers with continuous service in the program at least every three (3) years. In the event of any change of position within the Club or the District, a new check will be completed at the time of the change.

In host families, those individuals who are not volunteers within the Club or the District will have a background check each year that he or she serves as a host. Those individuals, who have continuous service as a host, housing students in consecutive years, will have a background check every three (3) years.

10. **Background Checks Conducted for Other Organizations.** Agents operating on behalf of the District must conduct the criminal background checks with authorizations obtained by the Club or Committee Member. It should be noted that the District is required by law to perform *national* criminal background and sex offender registry checks. Therefore, state background checks are *not* sufficient and background checks performed for other organizations cannot be accepted.