



Thank you for volunteering with LaAmistad! We have updated our policy regarding our background screening process. Please take a few minutes to go through this letter regarding these updates.

Our organization is committed to ensuring the safety of both our students and our volunteers. To create the safest environment possible, we have a screening policy in place regarding our requirements for volunteer service.

**Here's what we need:**

Consent to a background check. **(Required)** All background checks are done at no expense to our volunteers. During your background check submission, you will be required to enter the following information into the online form:

Full legal name	Social Security Number (This remains obscured)
Current address	Phone Number
Date of birth (This remains obscured)	Email address

Our screening service, [Employment Screening Services](#), will search through both national and statewide criminal records to ensure that there has been no criminal activity on the prospective volunteer's record. Then our screening service searches the social security database to ensure that the prospect is in fact who they claim to be. These background checks are very secure—over 800 of our volunteers have completed them without any problems.

*Note: These searches are part of LaAmistad's best practices that help to ensure that our records are above scrutiny. They in no way represent a lack in trust over our volunteer base, both new and existing.*

**Here's what you need to know:**

We never see your social security number through our online portal. Your confidential information is always obscured for your protection. If you submitted your background check with a paper form, the information is put into the secure online portal and then the paper is immediately shredded on site. We will never store your social security number.

All background reports received at LaAmistad are only valid for **three years** from the start of your volunteer service. After the report has expired, a member of our staff will communicate with you regarding the re-submission of your background check. We will never run a report without your expressed written permission, and as a result we will place your volunteer status on hold until we are able to contact you for your consent.

If you do not consent to a new background check, this will be considered grounds for dismissal due to non-compliance with our policies and procedures listed in your Volunteer Handbook. We hope to never see you go, but our policies have been set up for the continued protection of our students and volunteers.

*(Note: If you would like a new copy of the updated handbook please let one of our staff know.)*

You have the right to view your background report. There will be an option for you to receive a copy of your report on the online application form. If you lose your copy, we will be happy to provide you with a new copy.

**In conclusion:**

We are making an effort to be very open about our screening process with all of you. It is extremely important in these times of uncertainty that we remain vigilant in regards to the continued protection of both you and our students whom we serve. We never want or intend to imply that our volunteers take part in any type of criminal activity, however we find that it is in the best interest of our organization to continually update any and all background information to remain above scrutiny. We hope that you all find this update in policy to be a responsible one as we strive to maintain a safe and positive environment for our students.

As always, thank you for being a friend of LaAmistad!

Sincerely,

LaAmistad Staff