

Volunteer Screening Policy Suggestions.

- A. Contact a reputable background screening provider that follows FCRA guidelines. **Accufax** follows all FCRA guidelines.
- B. Develop a background screening policy that outlines requirements for service and positions requiring a background check
- C. Determine who to check and how to check them. Consider a variety of risk factors, including age, gender and residence history. Your sales rep can help implement this policy.
- D. Institute a background check authorization form for designated individuals. **Accufax** has forms available.
- E. Implement a safety training program for everyone that works with minors.
- F. Designate certain individuals responsible for viewing background check reports.
- G. Create a record keeping system for applications, authorization forms, and Background reports. **Accufax** requires you to keep authorization forms in file for 3 years for audit purposes.
- H. Establish an effective method for tracking those who have been checked. Including the date and for what positions.
- I. Begin screening by starting at the top. Screen staff and employees first and then volunteers.
- J. We recommend that you re-screen every one to two years. **Accufax** has special re-screening packages available.