

National Board Background Check Policy, Specific Screens & Forms and Process

Effective date: October 1, 2012, for staff, ambassadors, new and existing chapter, and national board members

Updated: July 15, 2015, to include social media background screening

I. Our Policy

Board Volunteers, Ambassador or Staff Acceptance Policy:

Due to the nature of our work at Gift of Adoption, we require all staff, national and chapter board members and ambassador candidates to successfully complete a social media and criminal background check when joining the organization. For staff and national board members these background checks will be conducted every 3 years. For ambassadors, the frequency of background checks may vary as determined in the ambassador contracting process.

Gift of Adoption does not accept any candidate or active staff, national or chapter board member or ambassador that has been convicted of a violent and / or felonious crime or a crime involving moral depravity** or that has engaged in online activity that involves demonstrations of racism or intolerance, potentially illegal activity, potentially violent conduct or sexually explicit material**.

Gift of Adoption will not proceed with or will immediately investigate with possibility of ending the relationship with staff, national and chapter board members and ambassadors convicted of the aforementioned crimes, or demonstrations of online activity incongruent with Gift of Adoption's policies, public image and values.

Background screens are conducted in compliance with FCRA, Title VII, and applicable state laws which include appeal provisions as does Gift of Adoption Governing Policies.

**See Note 1 in attachments

** See Note 2 in attachments

II. Background Checks are described in Note 2 and include:

- Sexual Offender
- Felony & Misdemeanor (FAM)
- SSN Verification***
- LexisNexis National Criminal File
- Online Activity Screen
- Credit Report (Staff, National Board President and Treasurer only)

*** No need for Social Security verification check w/ national background checks.