



**BOYS & GIRLS CLUB**  
OF FOND DU LAC, INC

## **BACKGROUND CHECK POLICY**

Approved by the board on \_\_\_\_\_

The Boys & Girls Club of Fond du Lac is committed to selecting and retaining the best staff and volunteers to serve its youth. As part of the initial selection process and on an on-going basis, Boys & Girls Club of Fond du Lac will conduct background checks in accordance with the following policy:

Boys & Girls Club of Fond du Lac will conduct criminal background checks of all employees including minors, board members, volunteers who serve on a standing or enumerated committee, advisor or otherwise. Checks will also be conducted on all volunteers, including minors who have direct, repetitive contact with children. Name-based or fingerprint based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings shall be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Club of Fond du Lac that an employee or volunteer will be automatically **ineligible** for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered or is required to be registered on a State or National sex offender registry,
- (d) has been convicted of a felony consisting of:
  - 1. murder,
  - 2. child abuse,
  - 3. a crime against children, including child pornography,
  - 4. spousal abuse,
  - 5. a crime involving rape or sexual assault,
  - 6. arson or
  - 7. physical assault, battery,
- (e) has been convicted of a drug related offense committed within the last five years.

With respect to convictions for crimes not listed above, any applicant with such a conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction. In so doing, BGC shall consider the following factors:

- the nature and gravity of the offense;
- the time that has passed since the offense or completion of sentence;
- the facts and circumstances surrounding the offense or conduct;
- the number of offenses for which the individual was convicted;
- the age of the individual at the time of conviction or release;

All personal data, background check data and adverse action letters shall be treated as confidential and maintained in a secure location.

**GREAT FUTURES START HERE.**