



**BOYS & GIRLS CLUB  
OF THE HIGHLAND LAKES**

**Criminal History Background Check Policy**

In order to perform our due diligence in protecting the well-being and safety of each member we serve; the Boys & Girls Club of the Highland Lakes performs a criminal background check on all employee and volunteers.

Arrest, convictions, deferred adjudication and/or any presently pending criminal charges before a determination of guilt has been made will be considered disqualifying offenses for employee and volunteer positions for any of the following crimes:

- Crimes against the family, sex-related offenses, child-related offenses, murder, felony theft/robbery/burglary offenses, and crimes against persons and property.
- A felony or misdemeanor classified as an offense against public order or indecency.
- A felony or misdemeanor violation of any drug/alcohol law.
- Any offense, which is deemed within the judgement of the Executive Director and Board President to pose a risk or potential risk to individuals and/or the Club.

There will be a 10-year cap on the above with the exception of any crime of moral turpitude or any felony. Such crimes will continue to be disqualifying offenses, without exception or consideration of length of time passed.

At the discretion of the Executive Director and Board President, annual (or as often as deemed necessary) criminal history background checks may be performed on all employees and volunteers.

In order to screen prospective employees and volunteers and to identify and disqualify those who have committed disqualifying offenses, the Club will run a background check through First Advantage (a service contracted by the Club).

**Acknowledgements**

***Please Sign***

I understand that a condition for my status as a volunteer, Board member or staff member, now or in the future depend, in part, on the results of a criminal background check. I have read and understand the disqualification policy of the Boys & Girls Club of the Highland Lakes as written above.

\_\_\_\_\_  
Printed Name (First, Middle and Last)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if under 18)

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
DL # & State Issued

\_\_\_\_\_  
Social Security Number