OAKLAND ACADEMY

VOLUNTEER BACKGROUND CHECK

Requirement

There is no requirement for a fingerprint background check or for conducting a fee-waived Internet Criminal History Access Tool (ICHAT) check on prospective volunteers solicited for the purpose of providing care, instruction, or supervision per the request of a National Child Protection Act (NCJA). The use of either is per the discretion of the individual NCJA and for an individual that has, or may have, unsupervised access to a vulnerable population.

NCJA

- NCJA means is a governmental agency authorized by federal statute, executive order, or state statute and approved by the U.S. Attorney General to be able to receive state and federal fingerprint based CHRI, directly or indirectly from the Michigan State Police (MSP). Examples of services include, but are not limited to, employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.
- A NCJA may complete a Child Protection Volunteer (CPV) background check on a prospective volunteer. This is available to qualified entities and provides a state and federal fingerprint background check.

ICHAT

- A fee-waived, state only check, based on identifiers, and can be provided free of charge for a nonprofit organization or school. A signature to conduct an ICHAT is not required.

A NCJA taking advantage of these additional resources is subject to audit by the Michigan State Police and will be required to provide certain supporting documentation (position description) of why the agency conducted an NCPA fingerprint or an ICHAT check on a volunteer. Please contact our Criminal History help desk for additional questions or concerns, (517) 241-0606.

Purpose

This sample document was the result of an overwhelming request for guidance by NCJA. The purpose of this document is to give your agency a sample tool for good representation of supporting documentation "Position Description" for audit purpose. Your agency is in no way obligated to use this template. A Position Description is documentation which indicates the check completed was for an authorized purpose.

Instructions

The Volunteer Background Check Acknowledgement Form is provided in a PDF or physical document. This template may be used for either a fingerprint or name-based background check. Once the form is completed, the completed form is to be maintained by the agency for a minimum of one year if used for fingerprinting, or a minimum of six months for ICHAT.

OAKLAND ACADEMY

VOLUNTEER BACKGROUND CHECK

Oakland Academy field: Every place this field is present; the name of the agency providing the determination is to be inserted.

Rev. July 17, 2018: Is the date your agency started using the form and any subsequent dates as the result of changes to the form made by your agency.

Oakland Academy, School Front Office is the name of your agency and preferred method of form

returns to your agency.

Please contact HR@fromthesummit.com with any questions regarding this form.

State of Michigan ICHAT: Is the agency's preferred use of the form for the individual completing the form. Your agency is choosing "State of Michigan ICHAT."

Example: To ensure the protection of children in the care of Michigan Public Schools, school policy requires, prior to all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a fingerprint background check.

If ICHAT, the background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers.

If "fingerprint" option is chosen, the agency is to delete the statement.

OFFICE USE ONLY

The "Office Use Only" area is the suggested fields for your agency to complete the determination process and is per individual agency discretion. Your agency would select either "Approved" or "Denied."
Date Determined: Is the date your agency made the determination to approve or deny.
Determining Staff Member Signature: Is the signature of the agency personnel that made the determination for placement.
Determining Staff Member Title: Is the job title of the agency personnel that made the determination for placement.

OAKLAND ACADEMY

VOLUNTEER BACKGROUND CHECK

Oakland Academy
Rev. July 17, 2018
Rev. June 1, 2023

Acknowledgement Form
Nonemployment Background Checks Only

Service to provide (If chaperoning a field trip, list field trip here): _____
Date to Provide Service or Date of Field Trip: _____
Student Name: _____Student Grade: _____Teacher Name: _____

To ensure the protection of children in the care of Oakland Academy, school policy requires, prior to all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a State of Michigan ICHAT background check. If ICHAT, the background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers. Any applicant declining to complete a Volunteer Background Check Acknowledgment Form will not be considered.

Potential Volunteer Information

Please Print
Full Name: _____Middle Name: _____Last Name: _____
Maiden name or other name(s) previously used: _____
DOB: _____Race: _____Gender: _____
[mm/dd/yyyy]
Eye Color: _____Hair Color: _____Height: _____

History Information

1) Have you volunteered at Oakland Academy before?
___Yes ___No
2) Have you ever pled guilty, or convicted of a felony in a state or federal court?
___Yes ___No
If yes, provide date and state of offense/conviction occurred: _____
If yes, provide a detailed description of the conviction: _____
3) Have you ever pled guilty, or convicted of a misdemeanor in a state of federal court?
___Yes ___No
If yes, provide date and state of offense/misdemeanor occurred: _____
If yes, provide a detailed description of the conviction: _____
4) Are you the subject of a current criminal investigation or have pending charges against you?
___Yes ___No
If yes, provide date and state the investigation is ongoing: _____
If yest, provide a detailed description of the investigation or pending charges: _____
_____

OAKLAND ACADEMY

VOLUNTEER BACKGROUND CHECK

Oakland Academy
Rev. July 17, 2018
Rev. June 1, 2023

Acknowledgement Form
Nonemployment Background Checks Only

Oakland Academy reserves the right to "approve" or "deny" any volunteer service upon review of the background check returned. The determination will be based upon the individual's fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting to the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form, you acknowledge your statements are to be true and give full consent to complete the requested background check. **Please also provide a copy of your driver's license, state identification card, or some other form of photo identification.**

Signature: _____ **Date:** _____

Please return the completed form and photo identification to the School Front Office. For questions, contact Human Resources at HR@fromthesummit.com or Emily Mitchell, Office Coordinator, mitchelle@oaklandacademy.org .

*If you have additional children, please list their names below. Thank you.

OFFICE USE ONLY

Approved	Denied	Date Determined	Determining Staff Member Signature	Determining Staff Member Title