

## **NOTICE FOR PROSPECTIVE VOLUNTEER / MENTOR**

To the volunteer/mentor applicant:

You have chosen to serve as a Britton-Macon Area School volunteer/mentor which requires a background check. This check will access criminal history information held by the Michigan State Police and the Michigan State Sex Offender Registry. For the protection of the children in school, the District is required to determine the eligibility of its volunteers/mentors. A determination will be rendered as to your fitness to serve in a volunteer/mentor capacity. A Britton-Macon area School Administrator will communicate to you the determination of non-eligibility. The absence of a criminal record does not ensure that a volunteer/mentor will be considered acceptable.

To obtain a criminal background check, you must provide Britton-Macon Area School with:

- 1) Your name, address, and date of birth [as appears on an official government ID, such as a driver's license or passport] driver's license number or social security number or MI state identification number;
- 2) A statement of whether you have a criminal record and, if so, the particulars of such record.

Once the criminal background check is complete, you are entitled to obtain a copy of any criminal history record and challenge the accuracy and completeness of the criminal history record information. Any such challenge should be made to the appropriate Britton-Macon Area School administrator.

By signing this application, you authorize:

- 1) Britton-Macon Area School to obtain a complete set of descriptive data (general information; such as name, phone number, address )and transmit them to the mentoring organization.
- 2) Britton-Macon Area School to examine the criminal history, make a fitness determination, and transmit the fitness determination to the appropriate mentoring organization.

By signing this application, you indicate your understanding that:

- 1) Britton-Macon Area School, ultimately, bears full responsibility for the screening of volunteers/mentors and the placement of volunteers/mentors in the most suitable roles.
- 2) Based on criminal history information held by the Michigan State Police and the Michigan State Sex Offenders Registry, a determination will be rendered exclusively by Britton-Macon Area School as to my fitness to serve as a mentor/volunteer.
- 3) A criminal record does not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the fitness status of an individual to be a Britton-Macon Area School volunteer/mentor.
- 4) Any information gathered, will be held in the appropriate administrative office.



Pursuant to 1994 Public Act 68, I, \_\_\_\_\_,  
Represent that (check one):

- \_\_\_\_\_ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
- \_\_\_\_\_ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):
- a) \_\_\_\_\_  
\_\_\_\_\_
- b) \_\_\_\_\_  
\_\_\_\_\_
- c) \_\_\_\_\_  
\_\_\_\_\_

I understand and agree that pursuant to 1993 Public Act 68:

- 1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police:
- 2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and
- 3) if the report received from the Department of State Police is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature