

Background Check Procedure

In accordance with the Wisconsin Annual Conference Policy 1602, effective June 1, 2012; anyone (18 and older) serving in a leadership or participant capacity on behalf of the Wisconsin Annual Conference who works with children, youth (under the age of 17), the elderly, the incapacitated or those with handicapping conditions, the homeless, mission projects beyond the local church where membership or constituency is held - in state, nationally and/or internationally, or counseling and crisis intervention, in compliance with our commitment to Safe Sanctuaries, is required to have a legally certified federal background check. Currently, the only form of background check that certifies a person's legal identity requires a Social Security number. There are no exceptions to this requirement. Federal background checks are valid for 2 years, and then it must be updated.

How this works:

The background checks will be conducted through the Camping Office of the Wisconsin Conference of the United Methodist Church. **All background checks should be submitted for completion 3 Weeks (21 days) ahead of your trip and well before purchasing any plane tickets.***

Trip team leader will e-mail a list of all team members to: **Kimberly Rowe** at KRowe@WisconsinUMC.org. This list should contain: name, address, phone numbers and email address. An excel file is preferred to other formats. Kimberly will review list and e-mail participants directly (or mail when no email is provided) if background checks are needed. Don't provide an email address if a team member does not regularly check/use that email.

- Online registration process. The WI Annual Conference has selected Trak-1 Technology to assist in managing our volunteer resources. Attendees will receive an email from training@trak-1.com for the application. Attendees will enter their own personal information into a secure site.
- Paper registration consent form will be mailed to attendee. They would complete it and return to Kimberly Rowe, 750 Windsor St, Suite 203, Sun Prairie, WI 53590. Please do not email forms with social security numbers on them.

It is important to have applications completed in a timely manner. If there are challenges or concerns about a background check, there is a follow-up process that must be followed.

There are two parts to the background check application:

- **Background Investigation Consent Form**
- **A Summary of Your Rights Under the Fair Credit Reporting Act**
(The Summary of Your Rights ... outlines your rights should something be found on your background check report, not because you are having a credit report run. We are required to send this to you anytime we request information about you. Credit checks are not routine.)

If you have questions, please contact Sam Royappa, Director of Connectional Ministries, at SRoyappa@wisconsinumc.org or 608-837-7328. Kimberly Rowe may be reached at 608-837-3388.

*WI Annual Conference is not responsible for any expenses incurred prior to a satisfactory background check.