



Help's on the Way

6784 Edwards Road
Belleville, MI 48111-1136
IRS-EIN 38-3590783
www.helpsontheway.org

Policy Name: Background Check & ICHAT Permission Form Policy
Policy Revision Date: December 12, 2013

Help's on the Way, in an effort to be a **safe** place for clients, volunteers, donors and visitors, has initiated a process which will enable the ministry to ascertain the suitability of individuals to serve on the ministry board of directors or as a ministry volunteer.

To that end, the Executive Director of Help's on the Way, **or his or her board of director's agent**, authorized by the Michigan State Police, will perform criminal background checks of prospective and current board members and prospective or current volunteers by accessing the Michigan State Police, Internet Criminal History Access Tool (ICHAT).

Additionally, the Executive Director of Help's on the Way, **or his or her board of director's agent**, will also access two web-based on-line services: Offender Tracking Information System (OTIS) and the Michigan Public Sex Offender Registry (MPSOR).

Please note that each prospective board member or volunteer will be considered for service to the ministry on an individual basis, and being listed on the results of various searches does not necessarily preclude service to the ministry. In any case, event or instance, the board of directors will maintain the express power and authority to allow or prevent service to this ministry as a board member or volunteer.

An important note about confidentiality:

All information, including the information provided by the prospective or current board member or volunteer on the signed permission form, (**see page two**) results of ICHAT, OTIS and or PSOR searches are strictly confidential and will be treated as such by Help's on the Way. Additionally, it has been, and will continue to be, the policy of Help's on the Way and the agents of the ministry to observe any and all issues of confidentiality related to board members, volunteers and clients.

For questions or additional information related to this policy, please write to:

Help's on the Way
6784 Edwards Road
Belleville, MI 48111-1136

Or

Contact us on the web www.helpsontheway.org

Psalm 46:1 "God is our refuge and strength, an ever-present help in trouble."

Help's on the Way
Internet Criminal History Access Tool (ICHAT) Permission Form

The Executive Director of Help's on the Way, **or his or her board of director's agent** have been granted access to criminal history records maintained by the Michigan State Police. To protect the privacy of board members and volunteers, this form and the resulting criminal record(s), if any, will be viewed when so warranted exclusively by the Board of Directors of Help's on the Way. Please return the completed form in the self-addressed, stamped envelope provided in this mailing.

Last Name: _____ First Name: _____ Middle Initial: _____

Previous, married and/or maiden names: _____

Date of birth (month/day/year): _____ Current age in years: _____

Sex: Male Female

Drivers License #: _____

Or

State of Michigan ID #: _____

Current Address and Contact Information:

Street address or P.O. Box Number: _____

City: _____ State: _____

County: _____ ZIP Code: _____

Phone (H): _____ Phone (M): _____ Phone (W): _____

Email Address: _____

Have you ever been convicted of a felony or a misdemeanor?

No Yes

If yes, please explain: _____

I give Help's on the Way permission to check, if any, my criminal history. Additionally, by signing and dating this document, I agree to maintain in confidence all matters related to board members, volunteers and clients of Help's on the Way.

Signature: _____ Date (month/day/year): _____

NOTE: A criminal record will not necessarily disqualify an applicant from serving on the Board of Directors and/or various volunteer positions. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be a Help's on the Way board member or volunteer.

Psalm 46:1 "God is our refuge and strength, an ever-present help in trouble."