

NOTICE FOR PROSPECTIVE VOLUNTEER / MENTOR

To the volunteer/mentor applicant:

You have applied to serve as a Madison School District 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. A determination will be rendered as to your fitness to serve in a volunteer/mentor capacity. A Madison 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 Madison Schools with:

1. Your name, address, and date of birth [as appears on an official government ID, such as a driver's license or passport]; 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 Madison Schools Administrator.

By signing this application, you authorize:

1. Madison Schools to obtain a complete set of descriptive data (general information; such as name, phone number, address) and transmit them to the mentoring organization.
2. Madison Schools 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. Madison Schools, 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 Madison Schools 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 Madison School volunteer/mentor.
4. Any information gathered, will be held in the appropriate administrative office.