

# *HoopTime Basketball*

## *Criminal Record Check for Volunteers Working Directly with Youth*

Dear HoopTime Youth Volunteer:

Thank you for your application to volunteer for youth programs sponsored by HoopTime Basketball. One of our primary goals in placing volunteers with children is keeping the kids in our program safe. Our policy requires that persons who work directly with youth in our program provide us with a current copy of their criminal record. We require a current record to be submitted with a person's application, and ask for an update every three years. We cannot obtain this information directly, so we must ask you to request it and provide us with the record. We will reimburse you for the cost of this record.

The following screening criteria are used to determine the eligibility of volunteer applicants:

1. Volunteer cannot be a repeat offender (2 criminal convictions of **any type**) within 5 years. For example: A DWI conviction in 1994, followed by a license suspension conviction in 1997 would preclude a person from serving in an official capacity as a youth coach in our program. The rationale is that a pattern of convictions can indicate a lack of respect for the law or poor judgment.
2. Volunteer cannot be on parole or probation for **any offense**.
3. Volunteer cannot have been convicted of any crimes against children.
4. Any falsehoods or discrepancies of any of the information provided by the volunteer would result in not offering the individual a position.
5. Final determination of qualification will be at the discretion of HoopTime Basketball.

***If you meet these criteria, please follow these instructions to get a copy of your criminal record:***

1. The State of Alaska, Department of Public Safety, Records and Information is located across from the State Museum on Whittier Street. The office is located in Room 103, hours are 8:00 a.m. to 4:30 p.m.; the phone number is 465-4343. (It is a good idea to call ahead to make sure the office is staffed.)
2. You will be required to have two pieces of identification: one should be government issued identification with a photograph; the second should be identification with your signature. If you have any questions about the type of identification required, call 465-4343.
3. There will be a charge of \$20 for the "interested person" report. Please ask specifically for this report, there are many reports and this is the one that meets our needs. Please obtain a receipt and attach it to the record. HoopTime Basketball will reimburse you unless you wish to donate this fee to the program.
4. When you have received your criminal record, please deliver the original along with your receipt to a Board Member or the Head Coach.

Your volunteer application and interested person report will be kept in our files as well as any information we obtain in verifying your application. Thank you for taking the time to complete this process and for helping us to insure the safety of our youth participants. We require a record check every three years and every year you will be asked to re-certify that the information on your volunteer application is correct.