

PROCESS FOR OBTAINING A BACKGROUND CHECK

1. Welcome to the SCA's training for Seneschals, Youth Officers, Youth Combat Marshals and Parents & Guardians. In this session, all those interested in, or required to have a Background Check from a vendor selected by the corporate office will learn how to apply for one. A background check is required for the following officers: Kingdom Seneschals or Youth Coordinators at any level (or any other officer whose responsibility is the oversight of youth activities). Furthermore, it is required that YAFA mentors must have passed a background check from a vendor approved by the corporate office. These rules only apply to groups operating within the US of America and Canada. If your group is outside of those two countries, please see your affiliate agreement and governing documents to ensure you follow procedures approved for your jurisdiction.

2. Individuals wanting to apply for a background check must:

Go to the Society Seneschals webpage (<http://socsen.sca.org/>). Across the top of the page are 6 buttons. Find the button labeled "About the Society Seneschal". Use the pull down feature to the selection "Seneschal Resources". Click on it.

This opens the "Resources" (<http://socsen.sca.org/kingdoms-and-seneschals/seneschal-resources/>) page. Below the section labeled "Library of Documents" is 9 documents. Find the hyperlink below the group titled "Background Authorization Forms" (<http://socsen.sca.org/wp-content/uploads/2013/06/Background-AuthorizationElectronic.pdf>), click on it.

This opens blank background authorization forms. Fill out the blank background check authorization forms and submit them to **the corporate office only**, via e-mail, fax, or mail. Other methods of sending the form may also be approved by Corporate, as appropriate. It is up to each requestor to submit the paperwork for his or her own background check authorization. The forms contain personally identifying information and data, and therefore should **not** be submitted to any Kingdom officer. The corporate office maintains the submitted forms in secure storage until they have received the adjudication from the investigating company, then the submitted forms are destroyed by shredding.

Individual requesters should notify the Kingdom Youth Officer/Coordinators that they have requested a background check. The Kingdom Youth Officer/Coordinator will provide the Kingdom Seneschal a list of all requested background checks.

The Kingdom Seneschal will review and approve the list of requested background checks, and forward the list of approved requests to the corporate office.

Once the background check authorization form has been received, the corporate office will:

- a. Maintain a list of all approved requests for background checks.
- b. Check the requestor's current membership status, and check the requestor's name against his or her kingdom's list of individuals for whom background checks have been approved.
 - i. If the requestor is not a current member of the SCA, they are not eligible for a background check, and their forms will be returned with an explanation of why they are currently ineligible.
 - ii. If the requestor's name is found on the —Approved by Kingdom Seneschal list, then the requestor's data will be sent to the company conducting the background check to begin the process.
 - iii. If the requestor's name is not found on the approved list, it will be added to a —Not Approved by Kingdom Seneschal list for that kingdom, along with the date the name was added. Every month, Corporate will send the names of those on the —Not Approved by Kingdom Seneschal list to the appropriate Kingdom Seneschals. If no approval is forthcoming from the Kingdom Seneschal in three months, or if a specific notice of disapproval is received, then the name will be struck and the form will be returned to the requestor along with a letter explaining that they have not been approved.

After a form has been passed to the company conducting the background investigation, the Corporate office will note a charge on the requesting kingdom's spreadsheet. Each month, each Kingdom will be invoiced for half of the charge of all requested background checks for the previous month for that Kingdom. Invoices are due and payable upon receipt.

Once the Corporate office has received the adjudication from the investigating company, the requesting member's information will be updated:

- a. If a —Pass or —Fail decision is returned, the corporate office will notify the requestor via mail of the decision and the SCA, Inc. will update their records to reflect the —Pass or —Fail decision and the appropriate expiration date.
- b. If a decision of a —Hold is returned, then that information will be updated in the SCA, Inc.'s records and further adjudication will be undertaken to provide a clear —Pass or —Fail response, as above.

Once a month, the corporate office will send the Year to Date results to the Kingdom Seneschals for review.

Background checks must be renewed every two years.

In today's lesson you have learned to how to apply for a background check. ... Thank you for your service to the SCA .