

Background Screening through Verified Volunteers for Bookmarks Volunteers

Bookmarks is a nonprofit 501(c) (3) organization that depends on the hard work and support of volunteers – including our Board of Directors, committee members, and general volunteers. Because our outreach involves minors, fundraising, and retail sales where money can be involved, it has become Bookmarks' policy to screen all volunteers through a consumer/investigative consumer report. This has become a standard for many nonprofits and is for the protection of all involved.

We have chosen a top rated background screening vendor, [Verified Volunteers](#) – a third-party vendor to ensure that the background screening is done with the most professional standards possible, in full compliance with federal laws and to protect the privacy of our volunteers. Verified Volunteers has an added benefit of allowing you to link this background check to other volunteer organizations within their network if you choose.

Verified Volunteers partner with [Points of Light](#), the world's largest organization dedicated to volunteer service, the [HandsOn Network](#) and other well-known national partners such as Girl Scouts, Meals on Wheels, AJFCA and Catholic Charities of America. In Winston-Salem, they work with our local chapter of HandsOn Northwest North Carolina, the Shepherd's Center, and Leadership Winston-Salem.

Background screening vendors must abide by the [Fair Credit Reporting Act](#) (FCRA) as well as the [National Child Protection Act](#) (NCPA). Because the FCRA covers a broad array of information obtained about an individual during any type of search initiated by an individual on behalf of an employer, credit agency, volunteer organization etc., the information about the screening includes much more than will be conducted for the screening that Bookmarks will order.

Bookmarks will order a level two advanced criminal locator check for all volunteers. This background check searches 4 databases:

- **Social Security Trace** is performed if the volunteer chooses to provide their Social Security Number. This search identifies places where the individual has lived and alias names used within the last 7 years.
- **The 50 State DOJ Registered Sex Offender** checks the Federal Department of Justice database which includes the listing of registered sex offenders for all 50 States – except Nevada, which currently has an injunction in place.
- **The Government Watch List Search** identifies individuals and companies, owned, controlled by, or acting on behalf of countries targeted by US foreign policy as terrorists and narcotics traffickers. These individuals are identified as [Specially Designated Nationals](#) ("SDN"). The SDN search is conducted using documentation provided by the US Treasury's [Office of Foreign Assets Control](#) ("OFAC").
- **The Advanced Criminal Record Locator Search** first looks for criminal records in your current county of residence jurisdiction. Then it checks a nationwide criminal database to identify any further records in places you have lived and/or visited. All reported criminal history is validated at the primary source of information.

The background check is valid for one year of service and must be renewed annually. The full costs of the background screening process are being paid for by Bookmarks; however, there is an option to make a donation to offset or pay for the entire cost of the screening (which is truly appreciated with our tight budget!).

Background Check FAQ

What follows are FAQ regarding the screening process and Bookmarks' policy. We have also provided additional resources about background screening processes and privacy protections. If you have further

questions please feel free call or e-mail Ginger Hendricks, Executive Director, at gh@bookmarksnc.org / 336-747-1471.

Is everyone required to have a background check conducted?

Yes, Bookmarks requires that all volunteers (even those who work for only the Festival) have a background check completed. All employees will have an even more detailed check.

How long will my information be stored in the Verified Volunteers Database?

In compliance with the [Fair Credit Reporting Act](#) (FCRA), Verified Volunteers is required by law to store the information for 3 years.

Will my information be shared or exchanged?

No, your information will remain in the Verified Volunteer database only and will never be shared. The only exception is if you decide to share your records with another nonprofit who uses Verified Volunteers.

How is my background check reviewed? Is it entirely confidential?

Your background check is completely confidential. The results are returned to the Verified Volunteers portal and will remain in the strictest confidence.

After my volunteer service has been completed, will Bookmarks continue to check my background since Verified Volunteers will continue to run background checks monthly for an entire year?

No, once you have let Bookmarks know you no longer wish to volunteer, your database will become inactive. However, the Verified Volunteers system will continue to update your background check profile for a full year.

Why does Verified Volunteers need to pull my background check for an entire year when volunteer service is limited to a few days?

The Verified Volunteer system is designed with a volunteer cycle spanning the course of a full year (and Bookmarks hope you will volunteer throughout the year!). This is a business process that is not negotiable. This enables Verified Volunteers to pull all background checks in case new information becomes available impacting your role as a volunteer.

Can I receive a copy of my background check?

Yes, you may contact Verified Volunteers [by email](#) and reference Bookmarks to obtain a free copy of your background check.

If my report comes back with information that is incorrect how can I repair it?

Verified Volunteers will help you dispute any incorrect information with documented proof of the error. Please contact them [by email](#) or at 855-326-1860.

Additional Resources

- [Privacy Rights](#)
- [National Association of Background Screeners](#)
- [Fair Credit Reporting Act](#)
- [National Child Protection Act](#)