



## BACKGROUND CHECK POLICY

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All ASP groups must comply with Safe Sanctuaries guidelines for all programs. To Appalachia Service Project requires that all adult volunteers age 19 and older have successfully undergone a National Criminal Background Check within the past 3 years of the ASP trip you are attending. If you have been background checked within the past 3 years it is not necessary to undergo screening again, but you do need to have your screening verified by a pastor or administrator/leader from your group via the online Pre-Trip Communication form. ([See Required Forms](#))

Previously, the ASP background check policy stated anyone 18 or older, unless a graduating HS senior, was required to have a background check. For simplicity and clarification, “Adult” volunteers will now be defined as age 19 and older. All volunteers age 19 or older must have a background check, regardless of time of year or whether a group leader or not. The minimum age for a group leader will now be officially listed as 19.

We understand that this introduces additional cost for volunteers age 19 and older. We have an arrangement with a single background check company that will do all background checks for \$10.00 per person. Go to <https://www.ministryopportunities.org/ASPAppPay> for details. This is just one option; you are welcome to use any background check company of your choice as long as a criminal background check is completed.

The protection of both youth and adult volunteers is primary when both are present at our centers or in the field. **See our Background Check FAQs on the next page.** If you have further questions, please contact Karen Frederick, Senior Director of Volunteers, at 423-854-4434.

## BACKGROUND CHECK FAQs

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**Why are background checks required for all ASP participants 19 years and older?** ASP requires that background checks be completed on all participants 19 years of age and older. At ASP, we no longer designate our programs as being for 'adult' or 'youth' volunteers. As a result, all groups must comply with Safe Sanctuaries guidelines for all trips, summer or year round.

**Where should I go to have background checks done?** Your church may already use a company to run background checks on employees and volunteers. If they do not, we suggest checking with your denomination or churches in your area to see if they recommend a company. Here are some other background check companies you may also want to explore:

- Protect My Ministry: <https://www.ministryopportunities.org/ASPAppPay> (note: cost = \$10.00)
- Safe Hiring Solutions: <https://safehiringsolutions.com>
- PreSearch: <https://presearchinc.com>
- Safe Church: <https://www.safechurch.com>
- ChurchStaffing.com: <http://www.churchstaffing.com/background-checks/>

**Note:** We require that a national (or multi-state) criminal background check be completed, not a state or county background check. A local, state, or county check is not sufficient. Please verify that the company you plan to use will do a thorough national or multi-state background check.

**I already have a background check on file for my participants who are 19 or older.** Do I need to run a new one? Background checks are good for 3 years. There is no need to run a new one if a check has been completed within the last 3 years.

**What do I do with the results?** ASP is entrusting you and your church or organization's leadership with the responsibility to give your adults age 19 and older approval to work with youth. ASP does not want the results of background checks. You as the group leader are prompted to attest to completion of background checks for each adult volunteer on line via the Pre-Trip Communication form. The responsibility is on every group leader comply with the ASP background check requirement by checking the box that is provided there and listing the names of the adults whose background checks have been completed.

**In summary:**

- a. All ASP volunteers 19 years and older must have background checks.
- b. ASP staff will define shower times for adult and youth volunteers based on those age 19 and older and those 18 and younger.
- c. It is the responsibility of each group or trip leader to ensure that these checks are done.
- d. Each group leader will attest to completion of checks for adults via the Pre-trip Communication form using the 'check' box and listing of names at the end of that on-line document.
- e. If an individual's check has already been completed within the last three years, then no additional check is required.