

**Eden Mill Nature Committee, Inc.**  
Volunteer Criminal Background Report  
Frequently Asked Questions

**Why does Eden Mill Nature Committee, Inc. require this information to volunteer?**

We believe the safety of the children is of the utmost importance. Although screenings cannot guarantee prevention and incidents of abuse by volunteers, it will eliminate anyone with a legal history.

**What company is the background check through?**

The background checks are performed by *Active Screening*. To learn more about the company, please check out their website at <http://www.activescreening.com/>.

**Who must complete the Background Check?**

All Harford County Recreation Councils are required to implement a background check policy. All volunteers and programmers age 18 and over must complete and pass the online background check through *Active Screening*. This includes (but is not limited to) volunteers, program assistants, and programmers.

**What if I have already completed a background check somewhere else?**

You must still complete an online background check provided by *Active Screening* for your volunteer service for Eden Mill Nature Committee, Inc.

**Is there any cost to submit a background check through Active Screening?**

Yes, the cost is \$7.95. This cost will be repeated in March of every even year (2014, 2016 etc.)

**What if I decline to give my information?**

Eden Mill Nature Committee, Inc. requires background checks for all volunteers and paid programmers. If you choose to decline the background check or you do not complete and pass the background check, your application and request to become a volunteer, programmer, or board member will be denied.

**How do I dispute a “failed” background check?**

If you feel that the information reported by *Active Screening* is incorrect, please contact *Active Screening*. If the information is found to be inaccurate and needs to be corrected, *Active Screening* will make any necessary corrections and notify Eden Mill Nature Committee, Inc. Eden Mill Nature Committee, Inc. does not review or make exceptions to the findings of *Active Screening*. All pass and/or fail notifications are based on the list of disqualifying factors.

**How often will I need to do a background check?**

A person must complete the online background check process when they complete the initial volunteer application. To continue volunteering, a person must complete the process in March of every even year regardless of when the original background check was processed.

**What happens if I am approved for volunteering in the Eden Mill Nature Committee, Inc.?**

Your name will be placed on the Approved Volunteer List. This will allow the volunteer to participate in all volunteer programs and activities.

**What happens if I am NOT approved to volunteer with the Eden Mill Nature Committee, Inc.?**

Your application will be denied.

**Can I be denied volunteer status even if I have not been convicted of a crime listed on the disqualifying list?**

Yes, Eden Mill Nature Committee, Inc. reserves the right to exclude any volunteer. A volunteer status can be denied or revoked at any time by the Eden Mill Nature Committee, Inc.

**Who may I contact if I have any questions about the process?**

You may contact the Eden Mill Nature Committee, Inc. at [emncbackgroundchecks@gmail.com](mailto:emncbackgroundchecks@gmail.com).

**Does a criminal background check include checking into a volunteer's credit rating and personal finances?**

No, the background checks are performed online by *Active Screening*. *Active Screening* uses criminal records, convictions and sex offender registration.

**Who will have access to the criminal background check results?**

Eden Mill Nature Committee, Inc. will receive a pass/fail notification only from *Active Screening*. The results will be based on the Harford County Recreation Council Presidents' approved list of disqualifying offenses. A database of approved volunteers will be maintained at Eden Mill Nature Committee, Inc.

**How will the individual's right to privacy be protected?**

*Active Screening* conducts the background checks and serves as the repository for all results. Eden Mill Nature Committee, Inc. will not receive any details of a criminal background check, only a notification of not being approved to volunteer. *Active Screening* is the site used by numerous organizations throughout the area. Contact *Active Screening* to identify the actual process used to protect information.

**Are there certain kinds of convictions that will automatically preclude the selection of a volunteer?**

Yes. The following will disqualify you:

- Sex Offenses and misconduct
- Violent Felonies
- Felonies (other than sex or violence related) within the past ten years
- Child abuse or domestic violence convictions
- Misdemeanors within the past seven years

Pending convictions and/or arrests for the above mentioned items will also disqualify you through the *Active Screening* background check.

**How do I access the background check application through *Active Screening* online?**

Visit Eden Mill's webpage at [www.edenmill.org](http://www.edenmill.org). Click on *Volunteering* from the left menu. Scroll to the bottom of the page and click on *Background Check Information* where you will be taken to the Background Checks page. From here, you can access the EMNC volunteer application as well as click on the *Online Background Check Application through Active Screening* to take you directly to the background check application.