



## BACKGROUND CHECK POLICY

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All ASP groups must comply with Safe Sanctuaries guidelines for all programs. 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.

“Adult” volunteers are 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 is 19.

We understand that this introduces additional cost for volunteers age 19 and older. We have an arrangement with a single background check company, Protect My Ministry, that will do all background checks for \$16 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 **national, criminal background check** is completed. If you do use this option, instructions are below for receiving a copy of your background check.

The protection and safety of volunteers, staff, and homeowners is a priority for ASP. **See our Background Check FAQs on the next page.** If you have further questions, please contact us at 800-289-4254.

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### Instructions for Receiving Background Check Results from Protect My Ministry

Please click the link below at least 72 business hours after ordering your background check to request a copy of your report. Make sure to fill out the form completely and submit it. Once submitted, someone from PMM will reach out to you within 24-48 hours to provide you with a copy of your background check.

<https://compliance.protectmyministry.com/>

Their phone number is: 800-319-5581, opt 2 for customer support.

# 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?**

You can use any background check company as long as they provide a thorough national or multi-state background check. Your church or organization 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 = \$11.00)
- 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 adult volunteers. Do I need to run a new one?**

Background checks are valid 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 need to receive the results of background checks. You as the Trip Coordinator are prompted to attest to completion of background checks for each adult volunteer online via the Pre-Trip Communication Form. The responsibility is on every Trip Coordinator to 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.

## **Why did the cost increase from \$11 to \$16 for the ProtectMyMinistry option?**

[Please see this explanation from ProtectMyMinistry.](#)