

0506 Background Check Requirement for Individuals Involved with Anyone Who Has Not Reached the Age of Majority and Individuals with Disabilities and Additional Protection Measures

Adopted: 7/16 Last Amended: 7/19

Any Civitan or non-Civitan who has reached the age of majority, who is in a capacity of acting as a chaperone, monitor or in any similar capacity where they are required or expected to have regular interaction and communication with a youth attending a Civitan event, or doing the same with people with intellectual and developmental disabilities, shall be required to submit to a background check every two years to include these minimum requirements:

- Government Verification of identity
- Address History
- National Criminal History Database Search
- Sex Offender Registry Search
- Local Criminal Search

The following positions or individuals shall submit to a background check:

- International directors
- International candidates
- International Director liaison to the Junior Civitan International Board
- Club builders of Junior Civitan clubs
- District Junior Civitan chair
- Sponsoring club liaison (s)
- Junior Civitan club advisor
- Chaperones
- Sno-Do volunteers
- Dance-a-thon volunteers
- Civitan International staff

In addition, the following positions or individuals shall also submit to a motor vehicle check every two years:

- District Junior Civitan chairs
- Chaperones or club advisors who regularly drive Junior Civitans under the age of 18 to Civitan/Junior Civitan events and projects
- Civitan International staff liaisons to the Junior Civitan program or its events
- Youth Convention volunteers
- Club advisors and club builders for clubs including people with I/DD

The individual, sponsoring Civitan club or district shall bear the cost of the background checks and motor vehicle checks.

Civitan International will provide a program for volunteers on the club and district levels to undergo such background checks and motor vehicle checks, at their own will and at the

discretion of club and district leadership. Proof of such checks conducted in the district for the above-mentioned positions are required to be turned into Civitan International on an annual basis.

Additional protective measures for children and individuals with disabilities are outlined in the Civitan International Protection Guide for Children and Individuals with Disabilities document, which is available on www.civitan.org. All club, district and International efforts should reflect these guidelines.