



## Appendix B: Background Checks: Frequently Asked Questions

### 1. What do I need to do to complete my background check?

1. Sign-up for a volunteer position on the American Royal website ([www.americanroyal.com](http://www.americanroyal.com)).
  - a. Select "I have not been screened" in the scroll-down options regarding background checks.
2. You will receive a separate email and/or text message initiating the screening process from our background screening provider ([support@backgroundcheckology.com](mailto:support@backgroundcheckology.com))
  - a. Step by step instructions will be provided in that email/text on how to submit your background check information electronically.
  - b. You can use either link to complete your screening. This is a very quick and easy process.
3. Once you have submitted your information, you can go back to that link at any time to check the status of your screening.

All volunteers will be notified of their results via email, including time slot confirmation for cleared volunteers. A volunteer may wish to wait to sign up for a time slot until their screening has been cleared. In that case, you must contact the American Royal Affiliate Group and Event Manager to initiate the screening process.

### 2. Which volunteers are required to get background checks?

Currently, all volunteers working at an American Royal youth event (i.e., an event specifically designed for participants under the age of 18) are required to complete a background screening. In time, all volunteers will be screened.

### 3. What kind of records are searched as part of the background check?

- a) *Criminal Misdemeanor/Felony Search*: in each county of residence, both permanent and temporary, since the age of 18
- b) *National Sex Offender Registry*
- c) *Social Security number Trace*: The Social Security trace is a search based on the Social Security number submitted by the applicant. The search itself returns all the credit header information associated with that SSN. This does not mean a credit check is being run. As consumers and employers are sometimes confused, this bears repeating: credit header information is not the equivalent of a credit report and does not involve credit



scores or credit account information. The information returned on a Social Security trace is focused on *address* history associated with that SSN.

#### **4. Who will have my Social Security number and personal information as a result of this check?**

The volunteer's Social Security number is submitted to Top Checked, the American Royal's background screening vendor. This is done either by volunteers themselves through the online Top Checked system or by the American Royal's Affiliate Group and Event Manager under the consent of the volunteer. Any printed copy of the number handled by the American Royal is destroyed after it is submitted.

#### **5. What happens if a discrepancy is found?**

If the screening results in a discrepancy, it does not necessarily mean a volunteer cannot be involved. It does mean:

- a) We will look into the discrepancy further with you (this includes sharing the report with the volunteer.)
- b) If the incident(s) are particularly concerning, we may need to place the volunteer on suspension.

We cannot have a volunteer with any of the following types of discrepancies:

- a) Causing or threatening harm of any nature to any child or children
- b) Causing or threatening direct physical harm to any individual
- c) Any sex offense

#### **6. Who has access to the results of the background check?**

The American Royal volunteer department retains the background check verification records and only shares them with the appropriate the American Royal staff if necessary.

#### **7. Will the check need to include all my residences since age 18 every year?**

No.

#### **8. Who pays for background checks?**

The American Royal pays for all volunteer background checks at no cost to the volunteer.



### **9. How often do background checks get done?**

The American Royal policy requires checks every seven (7) years.

### **10. If I have a background check that has been done by my work employer can that be used for my volunteer background screening?**

Background screening done by an employer may be accepted if it meets the American Royal volunteer background check policy. The background check would need to be sent directly from the screening source to the American Royal volunteer coordinator and include an FBI check. For more information, contact the Affiliate Group and Event Manager to discuss this further.

### **11. Why does the American Royal have a process that includes background checks for American Royal volunteers?**

Our volunteer process has been one based on trust and good faith. Thus, it is our responsibility to know more about our volunteers. Background screenings are a normal part of many volunteer-based organizations and should be viewed as a positive step in ensuring the future of the American Royal.

### **12. What are the benefits of volunteering?**

There are many benefits to volunteering at the American Royal, including:

- Getting involved in your community
- Participating in a Kansas City tradition
- Having fun promoting agriculture education and competition through events
- Helping the American Royal fulfill its mission of inspiring and cultivating dreams
- Meeting other amazing volunteers