



ROTARY INTERNATIONAL

Roger S. McCabe
District Governor 2008-2009
Texas USA District 5910
P.O. Box 16
Beaumont, Texas 77704 USA

November 13, 2012

Dear District Committee Chair:

Rotary District 5910 is going to have criminal background checks conducted on all individuals who have regular contact with people under 18 years of age in the course of a Rotary project. You are Chair of a committee that may or will have people 18 years of age or over having direct contact with individuals under 18 years of age in the course of a Rotary project or activity.

Rotary District 5910 has retained VeriFYI based in Dallas, Texas to conduct the tests. This is the organization used by Glen Mattingly and the Youth Exchange Committee for their background checks. Glen and Carol are going to continue to have all background checks conducted on Youth Exchange participants. I am responsible for having criminal background checks conducted on all other Rotarians who have one-on-one conduct with persons under 18 years of age in the course of a Rotary program and project.

Enclosed herein please find the VeriFYI Background Verification Release Form. It is your responsibility to have everyone on your committee fill out this form and return to me for processing. My wife, Sharon, who is a Rotaran, will input the data in the form requested by VeriFYI. Only Sharon and I will see the applications and the two of us together with the District Governor, District Governor-Elect and District Governor Nominee will be the only ones authorized to review the results.

VeriFYI directs that I keep the applications on file for 3 years, but prohibits me from retaining the results of the criminal background check for longer than 30 days. We will keep a record of who has passed a background check and that person will not have to be rechecked for 3 years. Some Rotarians, primarily those involving Youth Exchange, have already had background checks. If a Rotarian states that they have already had a background check within the last 3 years, please provide me with the committee on which they served for the background check and the approximate date when it was done. They do not have to undergo an additional background check.

We will keep a list of all persons who have had a criminal background check and passed it successfully through the Youth Protection Officer. We hope to use the District

website to display those names on a "need to know" basis. We need you to make certain that all persons who are on your committee who require a criminal background check submit an Authorized Release to you in order for you to send it to me. If they will not sign the release, thank them and advise them that they are not eligible to serve in that capacity any longer. Of course, there is no cost to the applicant for the criminal background check.

If you have any questions, please do not hesitate to contact me. Otherwise, please start getting the releases filled out and forwarded to me so that we can send them to VeriFYI.

Sincerely,

A handwritten signature in black ink that reads "Roger S. McCabe". The signature is written in a cursive style with a large, stylized "R" and "M".

Roger S. McCabe

cc:

Brenda Walker
Dave Johnson
Don Taylor
Sharon McCabe

VIA EMAIL
VIA EMAIL
VIA EMAIL
VIA EMAIL



Background Verification Release Form

AGENCY INFORMATION

Form with fields: Date, Agency Name, Contact Name, Agency's Main Phone Number, Agency's Fax Number

APPLICANT INFORMATION:

Form with fields: Applicant Full Name (Last, First, MI), Maiden or Other Name(s) Used, Current Address, City, State, Zip Code, County, Social Security Number, Date of Birth, Driver's License Number, State Issued, Position Applied For, Gender (Male/Female), Race (African American, American Indian, Anglo, Asian, Hispanic, Other)

I hereby authorize VERIFIY and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFIY and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VeriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

Applicant's Signature

Date

Applicant's Printed Name

Parent/Guardian's Signature (if under 18 years of age)