

To: All persons who wish to be members of a Wisconsin United Methodist Volunteers In Mission Team, known as UM-VIM.

In accordance with the Wisconsin Annual Conference requirement, the Board of Directors for the Wisconsin National Volunteers In Mission teams instructs all potential members to have a background check. Refusal to agree to have a background check will eliminate the participant from going on the trip. This becomes affective April 1st, 2010.

Rationale: The Wisconsin Conference of the United Methodist Church and the Wisconsin Voluntary Organization Active in Disasters (VOAD) require background checks for all employed persons and volunteers. In the past, VIM teams that had youth under the age of 18, or if we stayed at a church that offers childcare or a camp that also had children at it, background checks were required. Increasingly, many of the places VIM teams go to are requiring background checks. We wish to be proactive and ready to go any place we are needed.

How this will work: The background checks will be conducted through the Camping Office of the Wisconsin Conference of the United Methodist Church. The present cost is \$10.00 and will be built into the cost of your trip. When you apply to go on a trip, the team leader will e-mail a list of all team members to:

Kimberly Rowe at KRowe@WisconsinUMC.org

Since the background check will be valid for 2 years, she will e-mail the group leader back with the names on the list still needing background checks. Forms will be mailed out to those individuals by the team leader and the individuals will return them to the Conference office. (You will find those forms on our web site.) The team leader does not see the filled out forms. After running the background checks, Deborah Thompson, Coordinator of Missions, will tell the leader if there are any concerns. Deborah Thompson and the team leader will then determine if the concern disqualifies the person from the trip. Do not purchase any airline tickets before background check reports are complete.

There are two parts to the background check application:

- **Background Investigation Consent Form**
- **A Summary of Your Rights Under the Fair Credit Reporting Act**
(The Summary of Your Rights ... outlines your rights should something be found on your background report, not because you are having a credit report run. We are required to send this to you anytime we request information about you. Credit checks are not routine.)

Each person will be required to complete the **Background Investigation Consent Form** including signature and date, and return it 7 to 10 days ahead of trip. Return Background Investigation Consent Forms to Kimberly Rowe.

Kimberly Rowe
Camping Office
PO Box 620
Sun Prairie, WI 53590

If you have questions, please contact Deborah Thompson, Coordinator of Missions at DThompson@WisconsinUMC.org or 1-888-240-7328