P.O. Box 142 Cabin John, MD 20818

BACKGROUND CHECKS

All staff and volunteers who work with minors on a regular basis as well as all those with financial responsibilities are required to complete forms for a background check. The General Manager will provide the forms upon hire or beginning volunteer work. Updates may be required periodically.

Refusal to complete the forms <u>or</u> to complete them fully and correctly <u>or</u> the discovery of certain information in the individual's background may result in the individual being prohibited from certain activities and/or locations during Keisho activities. Individuals have the right to see any information provided about them and may have other rights under Maryland and federal laws.

Volunteers or staff that work alongside teachers in classrooms and are not left alone with students are not required to complete a background check.

Rev. by SMK 12/2017