



119 West 40th Street, 14th Floor, New York, NY 10018
(800) 937-8888 (WeStutter) fax (212) 944-8244 www.WeStutter.org

Screening Procedure for Volunteers

Information and Forms Packet

WELCOME! We are excited that you are interested in volunteering for the National Stuttering Association (“NSA”)!

In this Information and Forms Packet, you will find everything you need to get started on the wonderful journey of helping people who stutter and their families. To become involved, please take some time to review the enclosed materials discussing the volunteer screening procedure and complete the necessary information. Feel free to contact the NSA (800-WeStutter or info@westutter.org) if you have any questions regarding the procedure. After you have finished completing all information in the Forms Packet, please email/mail it to Tammy Flores at info@westutter.org.

The 7 Steps to Becoming “Cleared” to Volunteer!

Because the NSA works with children, teens, and/or vulnerable adults, we must take steps to help ensure their safety and the safety of you, the volunteer. As a result, the following 6 steps are necessary to be cleared to volunteer.

- 1) Review the Volunteer Screening Process FAQs**
- 2) Complete the Volunteer Screening form**
- 3) Read and Sign Acknowledgment of Volunteer Status**
- 4) Read and Sign the Consumer Report Disclosure**
- 5) Read and Sign Authorization for Background Check**
- 6) Mail all completed forms to the NSA National Office**

We look forward to having you contribute to our organization. We appreciate ALL of our volunteers, as they are the vehicle with which we fulfill the NSA Mission Statement:

“The National Stuttering Association is a nonprofit organization dedicated to bringing hope, dignity, support, education and empowerment to children and adults who stutter, and their families.”

Note: Keep pages 1 and 2 for your records
Submit pages 3 through 7
(and page 8, if you choose to make a donation)



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NSA Volunteer Screening Process Frequently Asked Questions

1. Why does the National Stuttering Association (“NSA”) require a screening process for volunteers?

The NSA realizes it is important to institute certain safeguards because many activities occur away from the NSA National Office (local youth, teen and adult chapters, Youth Days, regional meetings, etc) and involve children, teens, and vulnerable adults. Therefore, it has implemented the screening process to help ensure the protection of the children, teenagers and/or vulnerable adults participating in events sponsored by the NSA.

2. What type of background check is required?

NSA requires a general background check, including criminal history, for all individuals who want to volunteer. This background check may be repeated at periodic intervals at the discretion of the NSA.

3. What is a CRA?

CRA stands for “Consumer Reporting Agency.” CRA is the name of any agency that provides information regarding the criminal background of individuals. Do not let the name of the agency confuse you; the NSA will not be requesting information regarding the financial or credit status of its volunteers. Individuals are considered “consumers.” Therefore, even a criminal background check report is considered a “consumer report.”

4. Who in the NSA is responsible to process the background check information?

The NSA will utilize an independent screening company to collect, perform and archive background check information. This will allow for increased confidentiality for all volunteers, and any individual who wishes to volunteer.

5. Who in the NSA will be notified of background check results?

Only limited individuals, and generally, the Executive Director/Director of Operations of the NSA will be notified of background check results. The Chairperson of the Board will discuss the results with leadership of the NSA on a need-to know basis to finalize a decision on a case-by-case basis.

6. What if an individual has previously had a background check?

The NSA will still undertake its own screening process, including a background check, for all individuals who wish to volunteer for the NSA.

7. What if a criminal history reports that offenses are pending?

The individual will not be permitted to volunteer pending the outcome of the charges.

8. When will I be notified whether I am cleared to volunteer for the NSA?

The NSA office will notify you; normally within 10 days of your status

**Please contact the National Office if you need additional information prior to
completing your screening forms: 1-800-WeStutter**



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Screening Form for Volunteers

This screening form must be completed by persons requesting to volunteer in leadership capacity and will be engaging in any National **Stuttering Association (“NSA”)** activities with or around **children, teenagers and/or vulnerable adults. This is not an employment application. Persons seeking employment will be required to provide additional information.** The information provided in this screening form is used to help the NSA provide a safe and secure environment for children, teenagers and/or vulnerable adults who participate in our programs.

Personal

Name _____
Last First Middle (Maiden)

Address _____

City State Zip Email: _____

Home Phone (_____) _____ Work Phone (_____) _____

Emergency Contact _____ Phone (_____) _____

Employer _____

Address: _____

City/State/Zip: _____

Phone: _____

How long at this employment? _____

If less than 6 months, please list previous employer:

Address: _____

City/State/Zip: _____

Phone: _____

Indicate what type of volunteer position you prefer:

	Held in Past	Wish to be considered
Kids/TWST Chapter	_____	_____
Family Fun Day	_____	_____
Continuing Education Event	_____	_____
Annual Conference	_____	_____
Adult Chapter	_____	_____

Is your NSA membership current? _____ Yes Since _____ (year) _____ No

List other volunteer activities in which you have been involved (NSA or otherwise) during the last five years:

Organization	Address	Involvement	From	To

Have you ever been refused participation in any youth programs? _____ Yes _____ No
If yes, please explain:

Have you ever been refused an opportunity to volunteer for an organization? _____ Yes _____ No
If yes, please explain:

List any skills, talents, hobbies, education, special training (CPR, Medical, etc.) or experiences, including professional licenses or certifications that you have:

Briefly explain why you would like to volunteer for NSA:

Background Check Information

Because the NSA cares for the children, teenagers, and vulnerable adults who participate in various programs, please answer the following questions. We understand these questions are personal and we will take all reasonable precautions to protect your privacy. Answering yes to any of the questions will not automatically exclude you from volunteering for a program, but please explain fully --- attach a separate page as necessary.

Are you presently abusing alcohol or using any illegal drugs? _____ Yes _____ No

If yes, please explain:

Have you ever been convicted of, pled guilty or no contest to, placed on probation for, given community supervision for or given deferred adjudication for, any crime involving minors or violence?
_____ Yes _____ No

If yes, please explain:

Do you currently have pending charges for any criminal offense involving minors or violence?
_____ Yes _____ No

If yes, please explain:

The information contained in this screening form is correct to the fullest extent of my knowledge. If I have made any false statements or material misrepresentations, written or verbal, I will be disqualified from participation in any programs with the NSA.

Print Full Name of Volunteer Candidate _____

Signature of Volunteer Candidate _____

Date: _____

Print Guardian Name (if minor)

Signature of Guardian (if minor)

The National Stuttering Association will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

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Acknowledgement of Volunteer Status and Release of Claims

I acknowledge that by submitting this form, I am requesting to be considered as a volunteer only. If I am accepted as a volunteer, I understand that I am not an employee of the NSA and do not expect to be treated as an employee for any purpose, including but not limited to, compensation and/or fringe benefits. To that end, I release NSA from any liability from any claims, including claims alleging an employment relationship. I also agree to save, hold harmless and indemnify NSA from any liability resulting from such claims.

Print Full Name of Volunteer Candidate

Signature of Volunteer Candidate

Print Guardian Name (if minor)

Signature of Guardian (if minor)

Date

Disclosure: Obtaining a Consumer Report

As part of its screening process for volunteers, NSA may obtain a consumer report on you as part of a background investigation. The consumer report may include information on your conviction records and/or motor vehicle records.

The report may be prepared by a consumer reporting agency - a business that assembles such reports for other businesses. To the extent that NSA obtains a consumer report from a consumer reporting agency, the Fair Credit Reporting Act requires that you must be notified in writing that such a report will be obtained on you and that your written consent will be required prior to such a report being obtained.

Print Full Name of Volunteer Candidate

Signature of Volunteer Candidate

Print Guardian Name (if minor)

Signature of Guardian (if minor)

Date



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Authorization for Background Check and Release of Claims

I understand the National Stuttering Association (“NSA”) requires a general background check, including criminal history, for its leadership volunteers. I authorize, without reservation, the NSA to obtain, and any party or agency contacted by a consumer reporting agency (“CRA”) to furnish, any and all information and records relating to my background which may reflect upon my potential to volunteer for the NSA. This information may include, but is not limited to, criminal history records, information on any committed or alleged criminal acts or offenses, and/or arrests, including any act of child abuse, and sex offender registry information. I knowingly release the NSA from any and all liability arising from or relating to obtaining or using this information.

The CRA is authorized to disclose all information obtained to the NSA for any lawful purpose. This authorization shall remain on file and serve as ongoing authorization for the procurement of consumer reports.

I also understand and authorize any references, whether or not identified by me, to give information (including opinions) regarding my character and fitness. I knowingly release any reference contact, whether or not identified by me, from any and all liability on account of compliance with this authorization. I further knowingly release the NSA from any and all liability arising from or relating to obtaining or using this information.

I am aware that background checks may be updated periodically at the sole discretion of the NSA.

By signing below, I certify that I have carefully read and fully understand this legally binding release, that prior to signing, I was given an opportunity to consult with an attorney (if desired), and to ask questions, and to have those questions answered to my satisfaction, and that I executed this release voluntarily. A facsimile or photocopy of this authorization shall be as valid as the original.

_____ Date of Birth

_____ Social Security Number

Do you have a valid driver’s license: _____ Yes _____ No

_____ State Issued

_____ Driver License Number

_____ Signature

_____ Print Full Name

_____ Signature of Guardian (if minor)

_____ Print Guardian Name (if minor)



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Optional Contribution

I understand that the screening process is a vital aspect of creating a safe environment for all those who participate in the NSA.

Please accept my one-time contribution of \$_____ to defray the cost of background check procedures.

_____ Check enclosed (Payable to "NSA") _____ Please charge my credit card (information below)

_____ Type: V, MC, AMEX
 Credit card number _____ Expiration _____ Please circle card type

_____ Signature _____ Print Full Name
 (as it appears on card)

**Thank you in advance for your contribution to the NSA,
 We appreciate our volunteers!**