

Background Check Disclosures/Authorization FAQ

Please note this information cannot be distributed with the original message or in any message with the disclosure forms due to laws specific to the transmission of these documents.

1. Is the BSA doing credit checks on volunteers?

- **No. The BSA will only use these signed authorization forms for approval to obtain a criminal background check.** State and federal laws regulating background checks and consumer credit checks require that both items be mentioned on the form since a full background check includes both parts. **Again, the BSA is only using this form for authorization to obtain a criminal background check.**

2. Why is this being done now?

1. Starting in 2020, rechecks will be performed every five years, but it will take several years to recheck all leaders. Unfortunately, technical limitations and changes in the law over the last five years prevent us from using existing authorizations from older applications. As such, new disclosure had to be sent and new signed authorization forms obtained. Rechartering provides the best window to collect and verify they have been received before the council processes the recharter application.

3. What about volunteers that are not registered with units?

- All currently registered adults and employees who have not had a criminal background check in the last five years will be rechecked. Mayflower

Council will individually track district and council registered employees and leaders, including merit badge counselors.

4. What about those who did not get the forms by e-mail?

- Ample copies of the background check disclosure and agreement will be provided November Roundtable meetings and are available on our website at www.mayflowerbsa.org/recharter.
- Your unit leader, or the leader responsible for completing your unit's annual charter renewal, will ensure that each registered adult volunteer leader receives both the disclosure form as well as the authorization form. The council will collect all of your unit's authorization forms (we will not need to collect the separate disclosure page) at the time that your unit submits their annual charter renewal packet. District and council volunteers, including merit badge counselors, should submit the authorization to your district executive, mail it to the Marlborough Service Center, 2 Mount Royal Avenue – Suite 100, Marlborough, MA 01752 or you may email it to membership@mayflowerbsa.org.

5. What about those with multiple registrations?

- Only one authorization form per person needs to be collected and retained by the council. An authorization should be submitted with their primary BSA registration.

6. What happens if a unit leader does not provide an authorization?

- Leaders who do not provide new authorization will not be able to renew their registration.

7. Why can't the volunteer just reply to the original e-mail and attach their signed authorization form?

- The best way for us to ensure compliance is to require that the council registrar verify that a signed authorization form is physically in hand

before processing a unit's recharter. This removes much of the potential error and associated penalties that could result from other methods. This will facilitate the process of ensuring that a current form is on file at the council service center before posting their registration.

8. Are there different forms for different states?

- Federal and state laws prescribe what must be in the disclosures and how they are to be provided. A form compliant with federal and various state laws was sent to all volunteer leaders except those in California. Leaders with a California home address or whose council territory includes California received California-specific forms due to the specific requirements of California law.

9. Can the council accept a faxed copy or scanned copy sent via email of the signed authorization?

- Yes, so long as it is legible and is sent by the individual who signed it.
- Your unit leader, or the leader responsible for completing your unit's annual charter renewal, will ensure that each registered adult volunteer leader receives both the disclosure form as well as the authorization form. The council will collect all of your unit's authorization forms (we will not need to collect the separate disclosure page) at the time that your unit submits their annual charter renewal packet. District and council volunteers, including merit badge counselors, should submit the authorization to your district executive, mail it to the Marlborough Service Center, 2 Mount Royal Avenue – Suite 100, Marlborough, MA 01752 or you may email it to membership@mayflowerbsa.org.

10. Can the council accept an electronic signature?

- Digital signatures from third-party providers are acceptable. E-mail confirmations, permissions or

typed names on the form are not acceptable substitutes for wet signatures.

- Your unit leader, or the leader responsible for completing your unit's annual charter renewal, will ensure that each registered adult volunteer leader receives both the disclosure form as well as the authorization form. The council will collect all of your unit's authorization forms (we will not need to collect the separate disclosure page) at the time that your unit submits their annual charter renewal packet. District and council volunteers, including merit badge counselors, should submit the authorization to your district executive, mail it to the Marlborough Service Center, 2 Mount Royal Avenue – Suite 100, Marlborough, MA 01752 or you may email it to membership@mayflowerbsa.org.

11. What about unit renewals that have already been processed or will not recharter until after January 1?

- For unit renewals that have already been posted because the unit renewal date was prior to the email notification or the unit renewal date is after January 1, authorization forms still need to be collected as soon as possible. All new authorization forms should be received by December 31, 2019.

12. The authorization form states the BSA can share my background with other entities. Which entities are those?

- Background checks are conducted by the National Council of the Boy Scouts of America and shared with local councils for the purpose of conducting Scouting business. Local councils are separate organizations from the National Council of the Boy Scouts of America.

13. Can the council require the forms be collected at the unit level and not sent to the council service center?

- Yes. The council can require the forms be collected at the unit level or by a designated unit representative.
- We want to clarify what is needed from you, and how this will be handled in our Mayflower Council:
 - **Every registered leader needs to review, sign, and turn in** the “Additional Disclosures & Background Check Authorization” form in order to renew their membership for next year.
 - **If your primary registration is with a unit**, please give the form with your original signature to your unit leader, or the leader responsible for completing your unit’s annual charter renewal, who will submit it with the recharter paperwork.
 - **If your primary registration is NOT with a unit**, please give the form with your original signature to your district executive, mail it to the Marlborough Service Center, 2 Mount Royal Avenue – Suite 100, Marlborough, MA 01752 or you may email it to membership@mayflowerbsa.org.

Download this FAQ as a PDF