APPENDIX C3

INFOMART BACKGROUND SCREENING INSTRUCTIONS

We understand that there are many volunteers who possess current security clearances and/or have completed and cleared the background screening process for their employer or other organizations where they might serve as a volunteer. However, Delta Sigma Theta Sorority, Incorporated cannot verify the validity of background screening clearances completed for other organizations.

The Sorority has its own background screening clearance criteria that is required for our youth programming. Therefore, volunteer applicants, members and non-members, who wish to volunteer with our youth programs, must successfully complete the online background screening application and be cleared through the Sorority's current background screening vendor, **InfoMart.** All volunteer applicants will be responsible for completing and paying for the online background screening application. Chapters must determine whether volunteer applicants will be reimbursed.

Please follow the steps below to complete the InfoMart criminal background screening process:

1. All volunteer applicants should be directed to the Sorority's national website: www.deltasigmatheta.org.

2. Volunteer applicants will click on the ABOUT DELTA tab located at the top of the Sorority's homepage and click on LEADERSHIP then REGIONAL LEADERSHIP. At the bottom of the page select "Risk Management" under Background Screenings.

3. On the next screen, volunteer applicants will see the Sorority's background screening message.

4. Volunteer applicants should then click on the Regional Link that applies to the Chapter for which they would like to volunteer.

5. Volunteer applicants will then be directed to the Welcome Page specific to the selected region.

6. Once they have reviewed the instructions, they are to click on SUBMIT.

7. Volunteer applicants are to carefully review the online background screening application and answer the required questions.

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8. Volunteer applicants should check the box to receive a copy of their background screening report once their background screening application is processed.

9. Once the online background screening application is complete, the volunteer applicant will be directed to the screen to pay the required fee. The base fee is $19.50, plus applicable state fee for the Motor Vehicle Administration search. There is also an additional fee for each additional name the applicant submits. The online background screening application can be paid by Debit Card or Credit Card.

10. Once the payment is submitted and the background screening application is processed, the volunteer applicant will receive a copy of their report to the email address that was provided.

Additional Instructions to Facilitate the Background Screening Process

- Please ensure that your volunteer applicant knows the correct name of the chapter in which they are applying to volunteer. This ensures that once the volunteer applicant has completed their online background screening application, their name and status is reported under the correct chapter name.

- Be sure to advise your volunteer applicant to check the box requesting a copy of their background screening report.

- **Your Regional Risk Management Coordinator(s) is your first point of contact for any risk management related issues or concerns.**

- For technical assistance with InfoMart's online background screening application, please send an email to: DSTriskmgmt@infomart-usa.com. This email address should only be used for questions that are specific to the InfoMart application.

- For all other questions related to the Sorority's Risk Management policies and procedures, please contact your Regional Risk Management Coordinator(s) or contact the National Program Planning and Development Committee at ppd@deltasigmatheta.org.