

Cornell University  
Cooperative Extension  
Erie County

# Memo

To: All prospective and current Cornell Cooperative Extension of Erie County Volunteers  
From: Diane Held, Executive Director  
Date: 12/21/2016  
Re: Required Volunteer Background Screening

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Volunteers have always been a valued and essential part of Cornell Cooperative Extension. As a volunteer, you provide critical outreach on multiple levels to residents of all ages throughout Erie County and across New York State.

As part of our commitment to the excellent volunteer programs of Cornell Cooperative Extension and the well-being of our volunteers and participants we continuously review volunteer policies. Recently, in response to events at other organizations, and in compliance with our insurance underwriter, Cornell Cooperative Extension has updated its volunteer background screening requirement. All volunteers providing more than one day per calendar year will need to have a volunteer background screening, including interns from other agencies and organizations. The Board of Directors of Cornell Cooperative Extension of Erie County adopted this policy.

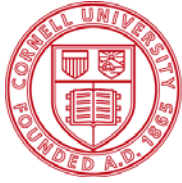
The volunteer background screening includes verification of the volunteer's identity, a check for criminal background and sex offender registry; and for volunteers who will drive as part of their role, a motor vehicle driving record check. Please be assured that personal information we gather on volunteers to conduct the screening is treated as confidential, restricted to the screening company and a small number of staff. It is not shared with the insurance company or any other outside party.

Thank you for your service as a volunteer to Cornell Cooperative Extension of Erie County. Please contact me at [dbh24@cornell.edu](mailto:dbh24@cornell.edu) if you have any questions about this policy.

***Helping You Put Knowledge to Work***

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

21 South Grove St.  
East Aurora, NY 14052  
(716)652-5400



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**Cooperative Extension**  
**Erie County**

**BACKGROUND SCREENING AUTHORIZATION/CONSENT FOR VOLUNTEERS**

During the application process and at any time during the tenure of my volunteer service with Cornell Cooperative Extension Erie County, I hereby authorize First Advantage Background Screening Corp. on behalf of Cornell Cooperative Extension Erie County to procure a consumer report which I understand may include information regarding my character, general reputation, or personal characteristics. The source of any investigative consumer report will be First Advantage Background Screening Corp. (First Advantage), P.O. Box 105292, Atlanta, GA 30348, 1-800-845-6004. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

_____	_____
Printed Full First, Middle and Last Name of Applicant	Signature
_____-_____-_____	_____
Social Security Number *	Date of Birth*
_____	_____
Street Address	City, State, Zip
_____	_____
Phone	Date

\* For identification purposes only

California, Minnesota, & Oklahoma Residents please note: In connection with your application for service, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

- YES, I am a Minnesota resident and would like a free copy of my consumer report.
- YES, I am an Oklahoma resident and would like a free copy of my consumer report.
- YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO CCE STAFF MEMBER.**

## BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for volunteer service, including retention as a volunteer.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) can be reviewed at: [http://staff.cce.cornell.edu/human\\_resources/Documents/FCRA%20Summary%20of%20your%20right.pdf](http://staff.cce.cornell.edu/human_resources/Documents/FCRA%20Summary%20of%20your%20right.pdf)

First Advantage Privacy Policy can be reviewed at: <http://www.fadv.com/privacy-policy/>.

### California Notice:

You have the right under Section 1786.22 of the California Civil Code to find out from an investigative consumer reporting agency ("ICRA"), what is in the ICRA's file on you with proper identification, as follows:

1. In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

The ICRA will provide trained personnel to explain any information that is furnished to you and to explain any information that is coded.

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