



# CRIMINAL BACKGROUND CHECKS

The American Camp Association can help . . . .

PROTECTScreen, the pilot program of the PROTECT Act, enables ACA-accredited camps to receive \$18 fingerprint-based FBI criminal background check determinations on volunteers in less than one week.

#### ***Why This Is Important to the Camp Community***

Every year, more than 11 million children and adults benefit from the camp experience at approximately 12,000 camps throughout the U.S. At those 12,000 camps almost 2 million staff and volunteers serve children, youth, and vulnerable adults. ACA believes that camps should utilize multifaceted screening and hiring programs and that camps should have timely, inexpensive access to the best available criminal background checks.

## PROTECTScreen allows camps access to a fingerprint-based FBI criminal background check.

- To obtain an FBI fingerprint background check, a volunteer must complete a “ten-print” fingerprint card provided by the FBI.
- These fingerprints are then compared with the digitized fingerprints and criminal records in the FBI’s master criminal record database the Integrated Automated Fingerprint Identification System (IAFIS), the National Crime Information Center (NCIC), and the National Sex Offender Registry.
- The National Center for Missing and Exploited Children reviews the records based on criterion offenses developed in the pilot and sends that determination to the camp for use in their multi-faceted screening process.

## Is PROTECTScreen Right for Your Camp?

- Does your camp utilize volunteers? Currently PROTECTScreen is only available to your camp’s volunteers—not paid staff.
- What are your state laws and regulations? Check the camp regulations database at [www.ACAcamps.org/publicpolicy](http://www.ACAcamps.org/publicpolicy) to understand the requirements in your state.

## What to do Next . . . .

Knowledge keeps your campers safe . . . PROTECTScreen provides the crucial knowledge you need.

Don’t delay . . . be part of this important pilot program . . . take another crucial step to protect your campers.

## Enroll in PROTECTScreen.

All of the information and materials you need to enroll in the program are found online at [www.ACAcamps.org/publicpolicy](http://www.ACAcamps.org/publicpolicy), click on the PROTECT Act Pilot Program. Submit your application online to participate in the program or complete the application on the opposite page and mail or fax it to: PROTECTScreen • American Camp Association • 5000 State Road 67 North • Martinsville, IN 46151-7902 • 765-342-8456 • (Fax) 765-342-2065 • [www.ACAcamps.org](http://www.ACAcamps.org) • [protectscreen@ACAacamps.org](mailto:protectscreen@ACAacamps.org)

**IAFIS contains criminal records on over 45 million individuals, with 5,000 to 7,000 new individuals being added every day. It is the most complete criminal history database in the country.**

**NCIC includes a Wanted Persons File with 1.2 million records, and the National Sex Offender Registry includes over 300,000 offenders.**



## Camp Application for Inclusion in the PROTECTScreen Pilot

All ACA-Accredited Camps are eligible to participate in the PROTECT Act's PROTECTScreen Pilot Program. The Program allows all participants access to the Federal Bureau of Investigation's (FBI) criminal history records and provides determinations of a potential volunteer's fitness to serve at your camp. Prior to applying for inclusion in the program, please read and understand the details of the program, your responsibilities, and the rights of those to be fingerprinted. All details of the program can be found in the ACA PROTECTScreen Manual.

### Camp Information

Camp Name \_\_\_\_\_

ACA Camp Number \_\_\_\_\_

State where the camp is physically located \_\_\_\_\_

State where the business office of the camp is located (if different) \_\_\_\_\_

### Camp Contact Information

(This is the person who is coordinating your background checks, and will receive the determinations.)

Camp Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Mailing Address (No PO Boxes) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact's Position at the Camp \_\_\_\_\_

Background Check Information \_\_\_\_\_

Approximate Number of Volunteers working at your camp each year \_\_\_\_\_

Estimated number of background checks on volunteers you will request over the next

12 months through the PROTECTScreen Program \_\_\_\_\_

Approximate Number of Paid Staff working at your camp each year \_\_\_\_\_

Please detail the staff screening methods currently in place at your camp, including any other

types of background checks you perform: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certifications: By requesting acceptance into the PROTECTScreen Program, you certify that:**

- I understand that my camp ultimately bears the full responsibility of screening and placement of volunteers. ACA, NCMEC, and the FBI is in no way liable for any screening decisions made by my camp.
- I understand that participation in the PROTECTScreen Program is only one element of a camp's volunteer screening program. As an ACA-Accredited Camp, we have a multi-faceted screening program.
- I understand that the PROTECTScreen Program is only available for camp volunteers and that paid camp staff are expressly excluded.
- I understand that, based on criminal history record information held by the FBI, a determination will be rendered exclusively by NCMEC as to a volunteer's fitness to serve in a volunteer capacity. ACA acts only as the conduit for the fitness determination from NCMEC to the camp. Neither NCMEC, the FBI, nor ACA are liable for any screening decisions your camp makes about a volunteer's status based on information obtained through the PROTECTScreen Program.
- I understand that applicants that receive a determination other than "meets the criteria" have the right to request a copy of their criminal record from the FBI and challenge the accuracy and completeness of the criminal history record information. I understand that the challenge is between the applicant and the FBI and the camp has no responsibility in the matter.
- I understand that my camp is in no way required to accept any volunteer based on the favorable results of this determination pursuant to the PROTECT Act.
- That I, and my camp understand and accept the terms contained within the ACA PROTECTScreen Handbook, including any disclaimers of liability on the part of ACA, NCMEC and the FBI.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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

For ACA Use Only:

Date Received \_\_\_\_\_ Accreditation Valid \_\_\_\_\_

OCA Assignment \_\_\_\_\_ Approval \_\_\_\_\_