

**FRIENDS OF THE BROADWAY THEATRE**  
**VOLUNTEER BACKGROUND CHECK POLICY**

**Purpose**

To insure safety of participants and patrons of Friends of the Broadway community theatre activities utilizing volunteers.

**Policy:**

Any person 16 and older, requesting to volunteer or work for the Friends of the Broadway and work with youth (children under 18), will be required to undergo a background check conducted by the Volunteer Coordinator.

**Procedure:**

Any person requesting to volunteer in an event/activity shall be asked to complete a volunteer application and a criminal background check consent form. The form will be given to the appropriate DIRECTOR. The DIRECTOR will forward the forms to the Volunteer Coordinator, who will conduct the background checks. The Volunteer Services Committee will review the material. Volunteers under the age of 18 must have approval of parent or guardian allowing the background check.

Once the background check is completed and if no concerns are found, the Volunteer Coordinator will inform the appropriate DIRECTOR. IF the background checks shows a past criminal history that may be determined to be a concern to the FOB, the DIRECTOR and BOARD CHAIRMAN will be notified. The DIRECTOR will contact the volunteer. The volunteer will then have the opportunity to discuss the results of the background check with the DIRECTOR and the BOARD CHAIRMAN for the purpose of clarifying or disputing these results. Should either the DIRECTOR and/or BOARD CHAIRMAN decide to disqualify the volunteer from a position at the Broadway, then the volunteer shall have the right to appeal the decision to the Friends of the Broadway. During any meeting with the Board of Directors, the volunteer shall have the right to present witnesses or other evidence on his/her behalf. A majority of the board members voting shall be required to overturn a decision.

**Confidentiality:**

Volunteer applications will be kept on file at the Broadway Theatre. Background check forms will be kept on file for 3 years and then destroyed. No other personnel will be authorized background check information.

All background checks will be conducted and processed under the provisions of the Michigan Freedom of Information Act. P.A 442 of 1976.