**CRIMINAL BACKGROUND CHECKS**

According to the Texas-Oklahoma District Policy 33 & 34, criminal background checks (CBIs) “are required for all adults working directly with youth under the age of 18.” It is recommended that all members who may come in contact with youngsters during *any* Kiwanis activity have a current CBI. This means if a member works at a Kiwanis pancake breakfast, a garage sale, or a swim meet, etc., the member needs a current CBI, or if a young person attends a meeting of a Kiwanis Club, all members without a current CBI should leave the meeting. It is a liability issue, and the CBI is designed to protect the youth.

CBIs can be applied for by going to the T-O website <http://txokkiwanis.org> and hovering the curser over Member Resources. Click on Forms & Reports. In the resulting drop down box, click on *Online* to the right of Background Check Form. Locate the name of your club and click on Apply to the right. *Carefully* fill in the blanks with your information and proofread everything you have typed in for accuracy before moving on to the next page. You will be asked for a credit card number to pay for the CBI.

If you have obtained a cleared check from Kiwanis International, obtainable at [www.kiwanis.org](http://www.kiwanis.org) which has been verified by the District Secretary, you are exempt from the necessity of completing a Texas-Oklahoma District CBI. (Policy 33.9 and 34.8)

Kiwanis Service Leadership Program (SLP) advisors for clubs must have a clear KI CBI. These are club members who work with groups such as K-Kids, Builders Club, Key Club, Circle K, and Aktion Club. Faculty Advisors for these SLPs will meet background check expectations for the school or agency and are not subject to KI policies. However, if a club member is both a club’s SLP advisor and a faculty advisor, that person must be approved by both KI and the school.

Costs of the background checks are $25 for KI and $5.85 for T-O. The CBI is valid for two years in each case.

INSTRUCTIONS

APPLICATION FOR CRIMINAL BACKGROUND CHECK

1. Go to TX-OK website: txokkiwanis.org
2. On the top line, hover the cursor over “Member Resources” and click on “Forms and Reports”.
3. Scroll down to “Background Check Forms.” The second item is the one you want. Click on “Online” to the right.
4. Scroll down to the club name and click on “Apply” to the right of your club name.
5. Below APPLICANT INFO, enter the requested information, proofread all typed info, and click on “Next”.
6. Read the info supplied. At the bottom of the page, sign the form by entering your full name. Click on “Next”.
7. Read the info supplied. At the bottom of the page, click on the little acknowledgement box, and click “Next.”
8. Again read the information, click the acknowledgement box, and click “Next”.
9. At the bottom of the next page, enter your full name and the last four digits of your social security number. Click “Next”.
10. A payment page comes up. Enter the name on the credit card, the number on the card, the three-digit number on the back, the expiration date, and the billing address. Proof this for accuracy and click “Next”.
11. You will be offered the ability to download a copy of the application. Click Logout when you are finished.