

*Delta Sigma Theta Sorority, Incorporated*  
**RISK MANAGEMENT – BACKGROUND SCREENING PROCESS**  
*UPDATED February 2019*

1. All volunteer applicants should be directed to the Sorority's national website: [www.deltasigmatheta.org/](http://www.deltasigmatheta.org/)
2. Volunteer applicants will click on the **RESOURCES** tab located at the top of the Sorority's homepage and click on **BACKGROUND SCREENING**. Then click on **RISK MANAGEMENT (FOR YOUTH PROGRAMMING VOLUNTEERS)**.
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 (SOUTHWEST)**.
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**. (State fees can also be found on this page.)
7. Volunteer applicants are to carefully review the online background screening application and answer the required questions. You will select the following for **CHAPTER: Houston Alumnae**
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 Report 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 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. **Please forward this report to [risk@dsthoustonalumnae.org](mailto:risk@dsthoustonalumnae.org).**