

Delta Sigma Theta Sorority, Incorporated
RISK MANAGEMENT – BACKGROUND SCREENING PROCESS
UPDATED AUGUST 2021

OVERVIEW:

Delta Sigma Theta Sorority, Incorporated (“DST”) currently sponsors several programs designed to promote the development of young girls and boys. These include, but are not limited to, Delta GEMS (“GEMS”), Delta Academy (“Academy”), and EMBODI (collectively “youth initiatives”). The youth initiatives are supervised by Delta’s National Program Planning and Development Committee, but implemented through alumnae Chapters, sometimes with the participation of collegiate Chapters. Generally, each Chapter administers the youth initiatives through committees, which are responsible for oversight of these programs.

In 2011, the National Program Planning and Development Committee formulated the Risk Management Manual. Based on foundational principles and practices, this document still serves as a mechanism to promote effective risk management practices, ethical conduct, and accountability. Delta chapters will now be able to provide to all volunteers a vetted background screening company that can provide background check clearance for all Delta volunteers. As your chapter initiates any of Delta’s youth programs, it is to be stated and reinforced that following the policies and procedures outlined in the Risk Management Manual is mandatory, not optional.

BACKGROUND SCREENING PROCEDURES:

Background Screening. Background screening must be performed for **ALL volunteer candidates**. All candidates must undergo a background check which shall be conducted by a company approved by National Headquarters. Chapters will be notified of the company that will be utilized and the background screening procedures to be followed. Volunteers¹ who clear the screening process and are approved must notify the Chapter immediately if they are the subject of any pending charges and/or convicted of an offense at any time after submitting their application or being cleared as a volunteer. Volunteers with pending charges relating to abuse, neglect, a drug related offense, any crime with the involvement of youth, termination from a paid or volunteer position related to misconduct with a youth, any crime involving violence or recent history of substance abuse will be terminated as a volunteer. All background check screenings are valid for three years.

The Volunteer Candidate screening must be conducted triennially (every 3 years) for as long as the candidate remains a volunteer. However, each approved volunteer must annually sign the Confirmation of Volunteer Status and Information Update form found in the Risk Management Manual (Appendix A11).

The Sorority centralized the background screening process in September 2017; therefore, any volunteers who were “approved” after June 30, 2017 through December 2018, should have clearance through Palmetto Security Services, LLC. If you have volunteers who were “approved” to volunteer after June 30, 2017 but did not go through the Sorority’s then-contracted background screening vendor, then they are not approved and should immediately cease volunteering with the Chapter’s youth programming until they have successfully completed the background screening application and have been cleared through the Sorority’s current background screening vendor, InfoMart.

¹ : Parents/Guardians who consistently volunteer with youth must also complete the background screening process.

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We understand that there are many volunteers who possess current security clearances and/or have completed and cleared the background screening process for their employer or other organizations where they might serve as a volunteer. However, Delta Sigma Theta Sorority, Incorporated cannot verify the validity of background screening clearances completed for other organizations. The Sorority has its own background screening clearance criteria that is required for our youth programming. Therefore, volunteer applicants, members and non-members, who wish to volunteer with our youth programs, must successfully complete the online background screening application and be cleared through the Sorority's current background screening vendor, InfoMart.

New Background Screening Process

NEW! NEW!

- ▲ All volunteer applicants will be responsible for completing and paying for the online background screening application. **Chapters must determine whether volunteer applicants will be reimbursed.**
- ▲ We are no longer using the batch payment/batch name option. The Chapter President/Chapter Risk Management Coordinator must provide all volunteer applicants with the instructions listed below.

The only payment option is the Volunteer-applicant Self-pay:

1. All volunteer applicants should be directed to the Sorority's national website: www.deltasigmatheta.org.
2. Volunteer applicants will click on the **ABOUT DELTA** tab located at the top of the Sorority's homepage and click on **LEADERSHIP** then **REGIONAL LEADERSHIP**. At the bottom of the page select "**Risk Management**" under Background Screenings.
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**.
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**.
7. Volunteer applicants are to carefully review the online background screening application and answer the required questions.
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 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.

Additional Instructions to Facilitate the Background Screening Process

- Please ensure that your volunteer applicant knows the correct name of the chapter in which they are applying to volunteer. This ensures that once the volunteer applicant has completed their online background screening application, their name and status is reported under the correct chapter name.

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- Be sure to advise your volunteer applicant to **check the box requesting a copy of their background screening report.**
- **Your Regional Risk Management Coordinator(s) is your first point of contact for any risk management related issues or concerns.**

Chapter Duties

Each Chapter shall conduct the following steps for background screenings:

1. Instruct the volunteer to complete the steps found in the Risk Management manual:
 - a. Mandatory Chapter Orientation (**conducted annually**)
 - b. Mandatory Volunteer Training (**conducted annually for all volunteers, sorors and non-sorors**)
 - c. Volunteer Application
 - d. Confidential Candidate File Created
 - e. Volunteer Candidate Assessment Summary Completed
 - f. Candidate Interview Conducted
 - g. References Checked
 - h. Complete Background Screening with the Sorority's contracted vendor
2. Direct volunteer applicants to the Delta Sigma Theta Sorority, Incorporated national website as outlined in the background screening process.
3. The Chapter President or her designee (Chapter Risk Management Coordinator) will notify volunteers that they have been approved or not approved to work with the youth programs by sending a Volunteer Candidate Acceptance Letter or Rejection Letter, as found in the Risk Management manual.
4. Volunteer information and files must be kept strictly confidential among anyone who is processing and/or reporting the background screening results. Information must be stored in a secure location. The file and its contents must not be disclosed to anyone other than the Chapter President and/or her designee, National officers or National staff who are participating in the screening process.

Regional Directors and Regional Risk Management Coordinators Duties

1. Ensure Chapters have conducted the mandatory Chapter Orientation and Volunteer Training sessions as mandated by the Risk Management Manual.
2. Set processes for account holders to check the status of background screening applications that are placed in "For Review" status.
3. Assign to the Regional Risk Management Coordinator(s) the task of providing the Chapter Risk Management Coordinator/Chapter President with a current listing of the volunteers who have successfully completed the online background screening application. The notification will include status notification of "approved" or "not approved".

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4. Volunteer information and files must be kept strictly confidential among anyone who is processing and/or reporting the background screening results. The screening reports and its contents must not be disclosed to anyone other than Regional Director and/or her designee, Chapter President and/or her designee, National officers or National staff who are participating in the screening process.

Regional Risk Management Coordinators

Central Region

Crystal Green
Jacqueline White

Eastern Region

Robin DeShields
Rebecca Freeman
Valerie Hickman

Farwest Region

Roshan Kindred

Midwest Region

Kimberly Coleman
Adrianna Williamson

South Atlantic Region

Azzie Conley

Southern Region

Mary Carmen Williams

Southwest Region

Robin Blackmon

- ▲ For technical assistance with InfoMart’s online background screening application, please send an email to: DSTriskmgmt@infomart-usa.com. This email address should only be used for questions that are specific to the InfoMart application.

- ▲ For all other questions related to the Sorority’s Risk Management policies and procedures, please contact your Regional Risk Management Coordinator(s) or contact the National Program Planning and Development Committee at ppd@deltasigmatheta.org.