

February 3, 2017

Greetings!

So you are interested in being a Youth Officer within the Kingdom of Atlantia? Well, this missive is a quick guide on how to complete your warrant/background check paperwork. The process you will follow varies depending on the position your wish to volunteer for.

All of the paperwork or information you will need is found in this packet. Please remember that all of these specific forms are required to be completely filled out to request a Warrant/Background Check. You will find the following documents:

- ✓ Announcement by Society for Creative Anachronism, Inc. In regards to the requirement for background checks (*Informational Release Only*)
- ✓ Request for Warrant and Statement of Understanding
- ✓ Background Check Authorization
- ✓ Fair Credit Reporting Act Consumer Report Disclosure

If you wish to volunteer as a Regional Vice-Chancellor of Youth, Vice-Chancellor of the Pages' Academy, or Youth Officer-at-large please contact the Kingdom Chancellor of Family and Youth Programs directly, at youth@atlantia.sca.org

If you wish to volunteer as a Local Youth Officer, please contact your local Seneschal first. You **must** receive approval for the position as the Youth Officer for your group before contacting the Kingdom Chancellor of Family and Youth Programs.

The Request for Warrant and Statement of Understanding must be forwarded to the Kingdom Chancellor of Family and Youth Programs. Your Background Check Authorization and Fair Credit Reporting Act Consumer Report Disclosure must be sent directly to Corporate. It will not be approved by the Kingdom for processing or processed for approval by Corporate if your Warrant is not submitted to the Kingdom Chancellor of Family and Youth Programs.

The completed Request for Warrant and Statement of Understanding may be sent to the Kingdom Chancellor of Family and Youth Programs as a scanned document via e-mail or mailed to their address as listed in the Regnum, <http://acorn.atlantia.sca.org/regnum.php> If you or your Seneschal have any questions, please do not hesitate to contact the Kingdom Chancellor of Family and Youth Programs at youth@atlantia.sca.org

Yours in Honor and Service to Our Youth,

Jacintha

Lady Jacintha of Highland Foorde
Kingdom of Atlantia, Chancellor of Family and Youth Programs

As was announced last year, the SCA is implementing a background check policy for the benefit of our membership and the organization.

The background checks will be performed by a properly licensed vendor for all persons in leadership and supervisory roles that may require contact with otherwise unchaperoned minors.

Officials who are required to have background checks include, but are not limited to, youth activities officers at all levels, adults acting as youth marshals for any martial activity, persons organizing/in charge of youth activities for events.

This policy will be implemented on February 15, 2008. The Kingdom Seneschals will be informing those who need to undergo background checks of this requirement. Current officers requiring background checks that are subject to this policy will have 4 weeks to return the appropriate paperwork before their warrants will be revoked.

Any questions concerning the implementation of the policy should be directed to your Kingdom Seneschal.

Patrick Anderson
President
Society for Creative Anachronism, Inc.
president@sca.org
952-412-4112

Comments are strongly encouraged and can be sent to:
SCA Inc.
Box 360789
Milpitas, CA 95036

You may also email comments@lists.sca.org.

This announcement is an official informational release by the Society for Creative Anachronism, Inc. Permission is granted to reproduce this announcement in its entirety in newsletters, websites and electronic mailing lists.

Request for Warrant and Statement of Understanding

I, _____ request to become (please initial the appropriate box below):

(Write the Region: Maryland, Virginia, North Carolina or Southern)

Vice-Chancellor of Youth

Youth Officer-at-large

Vice-Chancellor of the Pages' Academy

(Write the name of the Barony or Shire above, ex: "Roxbury Mill")

Youth Officer

Youth Officer's Information:

SCA Name and Title: _____

Legal Name: _____

Mailing Address: _____

Email Address: _____ Phone Number: (____) _____

SCA Membership Number: _____ Membership Expiration Date: ____/____/____

Please initial the boxes below to document your understanding:

I have read and understand the Atlantian Great Book of Law , Atlantian Book of Policy , and the Kingdom of Atlantia Youth Activities Handbook.

I understand that if I am volunteering as a Youth Officer-at-large I am not a warranted officer and this form must still be completed.

I understand that if I'm volunteering as a Warranted Youth Officer that my warrant is effective the duration of my approved background check.

I understand all reporting requirements of the Youth Officer position I am volunteering to hold.

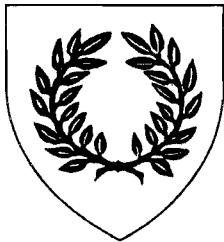
I understand that I must ensure that I run activities at events for the youth of the Kingdom twice a year for the duration of my Warrant/Background Check.

I understand to renew my Warrant/Background check I must complete this packet at least two months before my current Warrant/Background Check expires.

Officer's Legal Signature: _____ Date: ____/____/____

Seneschal's Legal Signature: _____ Date: ____/____/____

How to submit Warrant/Background Check Requests: The Request for Warrant and Statement of Understanding, may be e-mailed or mailed to the Kingdom Chancellor of Family and Youth Programs. Contact information is located on the Kingdom Chancellor of Family and Youth Programs website OR in the Kingdom of Atlantia's Regnum. Background Check Authorization and the Fair Credit Reporting Act Consumer Report Disclosure should be submitted directly to SCA Corporate.



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • (800) 789-7486 • Fax (408) 263-0641

BACKGROUND CHECK AUTHORIZATION

1. Notice

A consumer report or an investigative consumer report may be obtained on you for employment purposes. It may include information as to your character, general reputation, personal characteristics and mode of living. You have a right to request disclosure of the nature and scope of the report.

2. Authorization

I, _____
Last Name First Name Middle Name

Current Address

Date of Birth Other Names Used (Including Maiden Name)

Social Security Number Driver's License Number State of Issuance

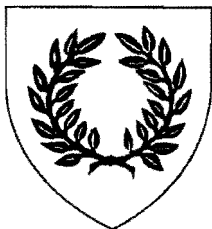
- (a) I hereby authorize The Society for Creative Anachronism in its sole discretion, to obtain a consumer report or an investigative consumer report for purposes of evaluating my application for employment
- (b) I also understand that upon my written request, within a reasonable time after receipt of this disclosure, a complete and accurate disclosure of the nature and scope of the investigation requested will be provided to me in writing.
- (c) I also understand that before taking any adverse action based in whole or in part on the Report, The Society for Creative Anachronism shall provide to me a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

Date: _____ By: _____

Name (printed) _____

CALIFORNIA, OKLAHOMA and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the box.

PENNSYLVANIA RESIDENTS/VOLUNTEER



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FAIR CREDIT REPORTING ACT

CONSUMER REPORT DISCLOSURE

As required by the Fair Credit Reporting Act, this is to advise you that, in connection with your application for employment with Society for Creative Anachronism, Inc., a consumer report and/or investigative consumer report may be obtained with respect to you for employment purposes from a consumer reporting agency. This will include a criminal background check.

Pursuant to Section 606 of the Fair Credit Reporting Act, you have a right to request a disclosure of the nature and scope of the investigation requested and a written summary of your rights.

I hereby authorize the Society for Creative Anachronism to obtain and use a consumer report with respect to me for employment purposes.

Signature of Applicant

Date