CHEERFUL CLOWN ALLEY #166

BACKGROUND SCREENING POLICY

AND

PROCEDURES

January 2017

Cheerful Clown Alley #166
BACKGROUND SCREENING POLICY

I.   <u>Purpose</u>

Cheerful Clown Alley #166 (CCA#166) will maintain a background screening program for the purpose of determining eligibility for participation in Cheerful Clown Alley #166 sponsored gigs. Cheerful Clown Alley #166 is a 501 (c) (3) non-profit organization with members who are service clowns that perform to the general public and other non-profit organizations. Background screening has been implemented by CCA#166 to promote a safe educational and entertaining environment; to provide a clear understanding of the art of clowning, providing professional performances in the community without concern of the performers. CCA#166 is dedicated to <u>safe</u>, <u>wholesome</u> and <u>clean</u> entertainment moreover, preventing CCA#166 from becoming a hostile environment for those who would seek to harm the reputation of clowning, its members and most important the general public and/or community.

II.   <u>Program Guidelines</u>

A background screening provider will be selected by the CCA#166 Board of Directors annually and/or bi-annually pending vendor agreements and contracts. CCA#166 selected **TClogiQ, Inc.,** as its background screening provider for years **2016 and 2017**.

The program is designed to:

1) evaluate members name, date of birth, address history etc.;

2) protect the confidentiality and privacy of member information;

3) be a user friendly online application for members entering their personal information;

4) screen members information against the criteria established by CCA #166;

5) provide screened members with an opportunity to challenge incorrect information;

6) review failed disqualifiers, and upon completion of an online due process, a final membership determination will be made by the CCA#166 Board of Directors.

III.   <u>Cost</u>

Once the selection of a screening provider is determined by CCA#166 Board of Directors. Cheerful Clown Alley #166 members will be paying for the cost of their own background screen.

IV. Members Required to be Screened

1) All Cheerful Clown Alley #166 active members - *Full Members*, *Family Members*, and *Associate Members* are required to complete a background screen each year at the time of membership renewal.

2) Jr. Member "minors" (10 -16 years) are excluded from background screening.

3) Whisper members will be required to complete a one-time background screening.

4) The Board of Directors realizes that some clowns keep a membership to preserve their name and do not actively clown due to extenuating circumstances. Upon approval of the CCA#166 Board of Directors, these clowns will be considered exempt.

V. Screening Criteria for Membership Eligibility
The screening criteria that will be utilized to evaluate the background screen follows in part:

Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any crime involving sexual misconduct to include rape or any aggravated sex abuse; any lewd conduct, (iii) any crimes of abuse against children, (iv) any dependent adult abuse (v) any crimes involving threat, kidnapping, rape, hostage taking, "felonious assaults or batteries," (vi) any crimes involving firearms, and (vii) any crimes involving distribution or intent to distribute illegal drugs or substances, (viii) any crimes involving theft, dishonesty, fraud or misrepresentation.

VI. Review & Appeals Process

In the event that a background screening returns information that the member believes is not accurate, he or she will have the opportunity to dispute that information with the current screening provider. (**TClogiQ, Inc.**) To protect the member confidentiality and allow due process, this opportunity will precede any communication of information to Cheerful Clown Alley #166. In addition, there will be a hearing process available before the CCA#166 Board of Directors should the member choose to challenge a negative finding on his/her eligibility to be a member.

VII. Information Management and Exchange

This program places the responsibility for information management and retention on the selected screening provider. **(TClogiQ, Inc.)** Please direct any questions that you may have about the background screening program policy to the CCA#166 Board of Directors.   CCA #166 thanks you for your cooperation and participation in the CCA#166 *Background Screening Program.*

YOU MUST NOT PERFORM AND/OR PARTICIPATE IN ANY CCA#166 GIG WITHOUT AN APPROVED BACKGROUND SCREENING. *The CCA #166 Board of Directors shall have the right to deny, limit or terminate membership to any person or member of the Alley for any reason in its sole discretion."*

Cheerful Clown Alley #166
BACKGROUND SCREENING _PROCEDURES_

Background Information

Cheerful Clown Alley #166 is following the lead of entertainment organizations in implementing a criminal background screening program on members. In June of 2016, Cheerful Clown Alley #166 voted to implement a voluntary criminal background screening program. A background screening is to be conducted annually by members.

The vendor selected to conduct background screening for 2016 and 2017 is <u>TC LogiQ, Inc.</u>

> **Members may choose to skip or view a demo on how the online application**
> **process works on the URL: https://www.tclogiqcom/presentation (Please open this link under Internet Explorer and**
> **give it several minutes to upload before playing. You <u>must</u> have the QuickTime program on your computer system to**
> **play this presentation.) If you choose to skip the presentation, continue to the "Process" and follow the instructions, it**
> **is user friendly.**

Process

1. An individual subject to screening must go **<u>online</u> to TC LogiQ, Inc.** website link (below) to initiate and pay for a CCA#166 Background Screen. **Be sure and have your CCA#166 membership number available when completing your online form.** Please note that you must use Internet Explorer (version 6.0 or higher) when initiating your background screening. There will be a link that the members click on and this link will take the Applicant to a greeting page that outlines a few instructions for the Applicant before he/she begin the process.

   Next, the Applicant will click on the link:

   www.tclogiq.com/chca

   Upon clicking on the link, the Applicant will be directed to the next page where he/she will be asked if he/she is a renewing applicant or requesting his/her screening for the first time as a new applicant. Please select new applicant. Then, you will be directed to create a username and password with three question and answers associated with your log-in information. This is the first step out of five steps (hereinafter the steps will be referred to as "Screen").

1) **Screen 1** - The Applicant will create a username and password, and input his/her email address. After the Applicant clicks on the save and continue button an email will be generated to the Applicant and the email will include his/her username and password in case the Applicant is unable to complete the screening application for some reason. Then, he/she can log back-in and return to the screen where he/she left-off.

2) **Screen 2** - On the second screen the Applicant will be directed to CCA#166 Screening Application. The Applicant will be asked to provide the following information:

Legal First Name	Email Address
Preferred First Name	School Name
Middle Name	CCA#166 ID#
Last Name	Birth Date
Suffix	U.S. Citizen (Yes/No)
Maiden Name	Gender
Street Address	Height
City, State, Zip Code	Eye Color
Home Phone Number	Race
Cell Phone Number	Counties/States/Countries lived in since age of 18

The Applicant will also be asked to disclose any previous arrests or convictions. In addition, the Applicant will receive another automatic email notification from TC logiQ, Inc. In this email, the Applicant's username and password will be displayed again so that he/she can check the status of the background screening through TC logiQ, Inc. website. The email will also describe the process and other related information about the background screening.

3) **Screen 3** - On the third screen, the Applicant will be asked to verify the accuracy of the information that he/she inputted on the previous screen shot. If the information was inputted incorrectly, then, the Applicant can edit this information by clicking on the "make change button" located at the bottom on the screen.

4) **Screen 4** - After the Applicant clicks on the continue button to initiate the background screening he/she will be directed to a thank you page.

If a member is uncomfortable with submitting their credit card information over the internet (Members can purchase a prepared Visa card from a local vendor if he/she feels more comfortable.) In addition, there is a manual screening process that has been established for this purpose. However, there will be an additional cost involved with this manual screening process.

If any members have any questions and are experience any problems completing the online form, please do not hesitate contacting any of the CCA#166 Board of Directors for assistance. Members may also contact TC LogiQ, Inc. Toll-Free 877-825-6447 Customer Service ext. 703 and/or Technical Support ext. 704.