



# **the society for creative anachronism, inc.**

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

## **Canadian Background Check Procedures January 2016**

- 1. Kingdom Seneschal submits authorization for Canadian background check to Corporate Office. Required information is:**
  - a. Full Legal Name of volunteer to be checked**
  - b. Membership Number (must be current member)**
  - c. Membership expiration date**
  - d. Email address of volunteer**
  - e. Note whether person is Volunteer (Agent) or YAFA Mentor**
  - f. Kingdom of residence**
  
- 2. Corporate Office notifies SterlingBackcheck to email the volunteer to begin the background check process.**
  
- 3. SterlingBackcheck will then send an email invitation and link to the volunteer.**
  
- 4. Member will log in to SterlingBackcheck to begin the background check process.**
  
- 5. SterlingBackcheck will notify Corporate Office of the results:**
  - a. Clear Status – Member has passed the background check & may proceed as an Officer or Agent (Youth Officer, Youth Marshal or YAFA Mentor). The Corporate Office will mail a letter of confirmation to the cleared member, and add the information to the database & Kingdom Seneschals' Background Check spreadsheet.**
  
  - b. Deferred Status – Member must follow up with the local Police Department for more information. The Corporate Office will provide this member a specific form letter that must be taken to the police department, and then returned to the Corporate Office for determination of clearance status.**

**Until “deferred status” is cleared, the member may not act as an Officer or Agent (Youth Officer, Youth Marshal or YAFA Mentor).**