

Camp Ho Mita Koda

Background Screening Instructions for Camp Staff and Volunteers 2010

Camp Ho Mita Koda staff and volunteers (new and returning) are required to have background screenings through the Bureau of Criminal Investigation (BCI) in the State of Ohio and a Federal Bureau of Investigation (FBI) screening as a condition of working at or volunteering at Camp Ho Mita Koda. Both screenings involve fingerprinting and must be done in person.

Type of Screenings: Camp Ho Mita Koda staff and volunteers are required to have both a State of Ohio Background Check (BCI) and a Federal Bureau of Investigation (FBI) screening through WebCheck. Screenings reports or results obtained through other sources will not be accepted.

Scheduling: Each employee and volunteer is responsible for scheduling his/her own background screening. When scheduling, please confirm that the location you have selected has both Ohio and National WebCheck machines. Staff and volunteers under the age of 18 may be required to have a parent/guardian present at the time of their screening. Completing the fingerprinting process should take no longer than five minutes.

Results: Please confirm processing time for obtaining results when scheduling your appointment. Results of both the BCI and FBI screenings must be on file at Camp Ho Mita Koda by **June 4, 2010**. It will be the responsibility of each employee/volunteer to ensure receipt of these results. Results can be sent directly to Camp’s Administrative Office at 3601 South Green Rd., Suite 100, Cleveland, OH 44121. Employees and volunteers without results on file will not be eligible for employment or volunteer service at Camp.

Location: To find a background screening location near you, try www.ohioattorneygeneral.gov/WebCheck. In addition to identifying a location through WebCheck, you may also want to consider these local WebCheck options:

<p>Euclid Police Dept. 545 East 222 Street Euclid, OH 44123 216-289-8454</p> <p>Mon – Fri, 8a – 4p, by appt. only</p> <p>BCI - \$32, FBI - \$35, Both - \$65</p>	<p>Geauga County Sheriff’s Office 12450 Merritt Road Chardon, OH 44024 440-279-2009 x 4346</p> <p>Tue: 8a – 4p, Thur: 3p – 8p, Sat: 8a – 3p</p> <p>BCI - \$30, FBI - \$30, Both - \$60</p>	<p>Education Service of Lorain County 1885 Lake Ave Elyria, OH 44035 440-324-5777</p> <p>Mon & Wedn: 9a – 4:30p, Thur: 9a – 11a, by appt. only</p> <p>BCI - \$32, FBI - \$34, Both - \$60</p>	<p>Akron Area YMCA 209 South Main Street, Suite 501 Akron, OH 44308 330-376-1335 (ask for Stephanie)</p> <p>Tue & Thur: 9a – 3P by appt. only</p> <p>BCI - \$30, FBI - \$30, Both \$55</p>	<p>Stow Deputy Registrar License Bureau 3039 Graham Road Stow, OH 44224 330-677-6788</p> <p>M-T-W-F: 8a – 5p, Thur: 8a – 6:30p, Sat: 8a – 1p</p> <p>BCI - \$32, FBI - \$34, Both - \$61</p>
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Cost: Cost for the BCI and FBI screenings will vary based on location.

Reimbursement: Camp Ho Mita Koda will reimburse each employee and volunteer up to \$60.00 for the total cost of both screenings. Travel and parking costs are not reimbursable. A copy of your receipt will be required for reimbursement. Reimbursement checks will be issued during staff week in June 2010.