

RISK MANAGEMENT UPDATES AS OF FEBRUARY, 2019

Effective immediately, InfoMart is the official provider for all background screening procedures for Delta Sigma Theta Sorority, Incorporated.

- The company is accredited by the National Association of Professional Background Screeners
- Certified by WBENC as a woman-owned business.
- As a reminder, the following the policies and procedures outlined in the Risk Management Manual is **mandatory**, not optional.
- **It is imperative that all sorors familiarize themselves with the updated Risk Management Manual, especially the appendices that have been updated (link is at the end of this document).**

Updates as of February, 2019

RISK MANAGEMENT – BACKGROUND SCREENING PROCESS

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.

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. They will click on the **RESOURCES** tab located at the top of the Sorority's homepage and click on **BACKGROUND SCREENING**.
3. On the next screen, volunteer applicants will see the Sorority's background screening message and 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. Once they have reviewed the instructions, they are to click on SUBMIT.
7. Volunteer applicants are to carefully review the online background screening application, answer the required questions and 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 of (debit or credit card) \$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.

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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 so their name and status is reported under the correct chapter name.
- Be sure to advise your volunteer applicant to check the box requesting a copy of their background screening report.

2.0 FOUNDATIONAL PRINCIPLES

- Chapters are responsible for ensuring that their volunteer applicants successfully complete the background screening application.
- All candidates must undergo a **criminal** background check.
- The Volunteer Training is to be conducted annually for all volunteers, current and new.

3.0 OPERATIONAL PRINCIPLES

- 3.3 Abuse
 - Page 17, updated text: "It is the policy of Delta Sigma Theta Sorority, Incorporated ("DST") that all National Headquarters staff, members, and any participant in the youth initiatives must **immediately** report any suspected child abuse and/or neglect of program participants **or other incidents involving program participants** as stated in Delta Youth Initiatives Code of Ethics and Mandatory Reporting Policy (App. A8)."
 - Page 17, updated text: "All suspected reports must be made to appropriate state and/or local authorities, and to the Chapter President. **The Chapter President shall notify the Regional Director immediately of all allegations of abuse and/or neglect or other incidents involving program participants.**"
- 3.4 Youth Policies
 - Section I, page 26, updated text: "Youth participants are also able to transport other youth participants to and from program activities if the **Parent/Guardian of both participants has executed a Parent**

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Waiver and Permission for Teenage Driver to Transport Youth form(App. B5b).

- The Parent/Guardian of the youth operating the motor vehicle must also provide the Chapter with a copy of the youth's valid non-provisional driver's license and proof of insurance."

APPENDICES: FORMS AND REFERENCE MATERIALS

[2019 Updated Risk Management Manual](#)

Appendix A

- Page 34 – Youth Initiative Volunteer Forms

Added text: The forms contained herein have been approved by Delta Sigma Theta Sorority, Incorporated, for use by all Chapters. In order to minimize risk and legal liability, Chapters are prohibited from modifying or altering these forms, except for inserting the name of the Chapter, youth, parent/guardian or volunteer.

- Pages 35-53: Space to include the applicant name has been added to pages that do not have a name indicator.

Delta Sigma Theta Sorority, Incorporated

Risk Management Manual Revised 2/2019

- Appendix A2, Page 40, Volunteer Candidate Assessment Summary and Checklist

Form was revised for consistency and to be used as a mechanism to keep track of all required Volunteer Candidate Application forms.

- Appendix A8, Page 49, Mandatory Reporting Policy

Updated text to reflect: "It is the policy of Delta Sigma Theta Sorority, Incorporated ("DST") that all National Headquarters staff, members, and any participant in the youth initiatives must immediately report any suspected child abuse and/or neglect of program participants or other incidents involving program participants."

Appendix A8, Page 49, Mandatory Reporting Policy

Updated text to reflect: "The Chapter President shall notify the Regional Director immediately of all allegations of abuse and/or neglect or other incidents involving program participants.

Appendix B

- Page 53 – Parent/Guardian Forms

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- Page 54 – Parent/Guardian Forms Checklist

This is a new form to be used as a mechanism to keep track of all required Parent/Guardian forms.

- Page 60 – Parent Waiver and Permission to Transport Youth Form

This form is now labeled as Appendix B5(a).

- Page 61 – Parent Waiver and Permission for Teenage Drive to Transport Youth Form

This is a new form and is labeled Appendix B5(b).

Appendix C

- Page 71 – Internal/Miscellaneous Youth Initiative Forms

Added text: The forms contained herein have been approved by Delta Sigma Theta Sorority, Incorporated, for use by all Chapters. In order to minimize risk and legal liability, Chapters are prohibited from modifying or altering these forms, except for inserting the name of the Chapter, youth, parent/guardian or volunteer.

- Appendix C1, Page 72, Confidentiality Policy

Added an Acknowledgement of Receipt section for Parent/Guardian

- Appendix C3, Page 79, Youth Sign-in/Sign-out Policy

Added Signature Block for Parent/Guardian

- Appendix C4, Page 80, Internet Use Policy

Added an Acknowledgement of Receipt section for Parent/Guardian

- Appendix C4, Page 82, Internet Use Policy

Updated text to reflect: If staff or volunteers believe that youth have been targeted with e-mail messages by parties with criminal or inappropriate intent, **immediately take the following steps: retain the messages; record the incident by completing the Risk Management Incident Report form; inform the youth's parents; report the incident to law enforcement or other local or state authorities, and report the incident to the Chapter president and the Regional Director.**

Respectfully submitted,

Soror Ericka M. Taylor

Risk Management Coordinator