



**Rocky Mountain BEST  
(Boosting Engineering, Science, and Technology)**

# **Background Check Policy**



### Revision History

<b>Rev</b>	<b>Date</b>	<b>Impact</b>	<b>Summary of Changes</b>
Ver 01	16 Sept 2010	Major	Initial release



## BACKGROUND CHECK POLICY ROCKY MOUNTAIN BEST

### 1.0 Purpose

Rocky Mountain BEST (RM BEST) must protect the students who participate in our Events from adults who could cause them harm. We have determined that a background check is the process we will use to satisfy that requirement.

### 2.0 Process and Procedures Regarding Background Checks

This policy defines the process and procedures regarding obtaining background checks for certain participants in Rocky Mountain BEST Events.

Any person who has frequent direct contact with the students who participate in Rocky Mountain BEST Events is a person who should be processed via this policy. These persons are determined to be the mentors who work with student teams. Rocky Mountain BEST will vet those persons by initiating background checks on them, with their consent. Any teacher or mentor obtained by the school will be vetted by the school or district policy and procedure, rather than by this Rocky Mountain BEST Policy and Procedure.

The process of consent forms and checks is as follows:

- Rocky Mountain BEST will distribute and collect **RMBEST BACKGROUND CHECK CONSENT FORMS** for mentors obtained by Rocky Mountain BEST and submit those mentors for a Criminal Records Search and Colorado Sex Offenders review using an on-line submittal process.
- The cost for the records search will be assumed by RM BEST.
- Results will be provided to the individual, teacher and school principal for each submittal.
- Mentors should not have direct frequent access to students until they have been successfully vetted through this process.
- This process is part of the Volunteer Interface and Event / Registration processes.
- Completed Forms and results obtained will be retained by RM BEST for 3 years

The above Policy and attached Form – **RMBEST BACKGROUND CHECK CONSENT FORM** - was approved and adopted by the Board of Directors of Rocky Mountain BEST Robotics, on the \_\_\_\_\_ day of \_\_\_\_\_ 2010.

---

Secretary



RMBEST BACKGROUND CHECK POLICY VER01  
Sept 2010

Attached:  
RMBEST BACKGROUND CHECK CONSENT FORM VER01