



Volunteer Application

Thank you for your interest in becoming a Volunteer!

Please complete this form and return to us at fans@miamicountydd.org or mail to the address below. We will follow up with you to discuss areas of interest, availability and any necessary background check procedures.

Contact Information:

First Name: _____ Last Name: _____ Birth Date: _____

Full Address: _____ T-shirt size: _____

Email: _____ Phone: _____ Cell Home

Emergency Contact: _____ Relationship: _____ Phone: _____

About You – If a returning volunteer, you are not required to complete this section:

Past volunteer experience: _____

What is your availability? _____

Which of the following activities or tasks interest you? Please select all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Event Assistant (set/clean up, serving food, etc.) |
| <input type="checkbox"/> Community Buddy | <input type="checkbox"/> Special Olympics programs |
| <input type="checkbox"/> Community Connections Activities | <input type="checkbox"/> Tutor/Instructor |

Education – If you are a student fulfilling a course/graduation requirement, please complete this section:

School: _____ Year: _____

Course Title and Number (if applicable): _____

Background Checks

If over 18 years old: For BCI or FBI background check, Rapback and ARCS registries, and/or Driver's Abstract (if necessary) Please provide a color copy or scan of your Driver's license and Social Security card

Can you provide proof of automobile insurance? Yes No If no, please explain: _____

Have you lived in a state other than Ohio in the last 5 years? Yes No If yes, which state(s)? _____

(Continued on back)

Liability Release

My signature constitutes my responses are true and that I understand and am in agreement with the policies and procedures of the Miami County Board of Developmental Disabilities (MCBDD). I agree to assume all risks associated with volunteering at the agency and agree to the following:

I, the undersigned, hereby indemnify and hold harmless the Miami County Board of Developmental Disabilities and the Miami County Commissioners, their employees, agents, representatives and other volunteers from any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities including attorney fees, debts or demands of any kind and nature whatsoever, arising out of or connected with my participation in any activities during the time at which I volunteer.

The terms herein shall serve as a release and assumption of the risk for my heirs, estate, executor, administrator, assignee and for all members of my family.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature (if under age 18): _____ Date: _____

Volunteer Confidentiality Agreement

As a volunteer of the Miami County Board of Developmental Disabilities (MCBDD), I will be exposed to confidential information and understand that the only appropriate place to share specific information is with MCBDD staff.

I recognize an individual's name and/or any information about him/her and his/her family is also confidential. Therefore, I will not reveal any information that could lead to the identification of the enrollee or family. I understand I may not discuss an individual's personal information with my significant other, friends, family, volunteers or as part of a research request. I understand a breach of confidentiality may be sufficient reason for my termination as a volunteer.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature (if under age 18): _____ Date: _____

Background Check Authorization (if over age of 18)

Please read the following Attestation Form and fill out final page for completion of this application.

Attestation Form – Volunteers

BCI

OAC 5123-2-02 requires that a person under final consideration for employment undergo criminal records check by the Ohio Attorney General’s Bureau of Criminal Identification (BCI). As an organization, we have determined that our volunteers will be held to this same standard. There are five tiers of disqualifying offenses with corresponding time periods that preclude a volunteer from volunteering at MCBDD. The tiers are as follows:

1. Tier One: Permanent Exclusion
2. Tier Two: Ten-Year Exclusion
3. Tier Three: Seven-Year Exclusion
4. Tier Four: Five-Year Exclusion
5. Tier Five: No Exclusion

FIVE TIERS OF DISQUALIFYING OFFENSES

Tier 1 Disqualifying Offenses (Permanent Exclusion)

- 2903.01 Aggravated Murder
- 2903.02 Murder
- 2903.03 Voluntary Manslaughter
- 2903.11 Felonious Assault
- 2903.15 Permitting Child Abuse
- 2903.16 Failing to Provide for a Functionally Impaired Person
- 2903.34 Patient Abuse and Neglect
- 2903.341 Patient Endangerment
- 2905.01 Kidnapping
- 2905.02 Abduction
- 2905.32 Human Trafficking
- 2905.33 Unlawful Conduct with Respect to Documents
- 2907.02 Rape
- 2907.03 Sexual Battery
- 2907.04 Unlawful Sexual Conduct with a minor, formerly corruption of a minor
- 2907.05 Gross Sexual Imposition
- 2907.06 Sexual Imposition
- 2907.07 Importuning
- 2907.08 Voyeurism
- 2907.12 Felonious Sexual Penetration

- 2907.31 Disseminating Matter Harmful to Juveniles
- 2907.32 Pandering Obscenity
- 2907.321 Pandering Obscenity Involving a Minor
- 2907.322 Pandering Sexually Oriented Matter Involving a Minor
- 2907.323 Illegal Use of Minor in Nudity-Oriented Material or Performance
- 2909.22 Soliciting/Providing Support for Act of Terrorism
- 2909.23 Making Terrorist Threat
- 2909.24 Terrorism
- 2913.40 Medicaid Fraud
- 2923.01 Conspiracy when the Underlying Offense is any of the offenses or violations on this list
- 2923.02 Attempt when the Underlying Offense is any of the offenses or violations on this list
- 2923.03 Complicity when the Underlying Offense is any of the offenses or violations on this list
 - A conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, excluding the disqualifying offenses set forth in section 2913.46 of the Revised Code (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits).
 - A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 2 Disqualifying Offenses (Ten-Year Exclusion)

- 2903.04 Involuntary Manslaughter
- 2903.041 Reckless Homicide
- 2905.04 Child Stealing as it existed prior to July 1, 1996
- 2905.05 Criminal Child Enticement
- 2905.11 Extortion
- 2907.21 Compelling Prostitution
- 2907.22 Promoting Prostitution
- 2907.23 Enticement or Solicitation to patronize a prostitute, procurement of a prostitute for another
- 2909.02 Aggravated Arson
- 2909.03 Arson
- 2911.01 Aggravated Robbery
- 2911.11 Aggravated Burglary
- 2913.46 Illegal Use of Supplemental Nutrition Assistance Program [SNAP] or women, infants, and children [WIC] program benefits
- 2913.48 Workers' Compensation Fraud
- 2913.49 Identity Fraud
- 2917.02 Aggravated Riot
- 2923.01 Conspiracy when the underlying offense is any of the offenses or violations on this list
- 2923.02 Attempt when the underlying offense is any of the offenses or violations on this list
- 2923.03 Complicity when the underlying offense is any of the offenses or violations on this list

- 2923.12 Carrying Concealed Weapon
- 2923.122 Illegal Conveyance or Possession of Deadly Weapon or dangerous ordnance in a school safety zone, illegal possession of an object indistinguishable from a firearm in a school safety zone)
- 2923.123 Illegal Conveyance, Possession, or Control of Deadly Weapon or dangerous ordnance into courthouse
- 2923.13 Having Weapons While Under Disability
- 2923.161 Improperly Discharging a Firearm at or into a Habitation or School
- 2923.162 Discharge of Firearm on or near Prohibited Premises
- 2923.21 Improperly Furnishing Firearms to Minor
- 2923.32 Engaging in Pattern of Corrupt Activity
- 2923.42 Participating in Criminal Gang
- 2925.02 Corrupting Another with Drugs
- 2925.03 Trafficking in Drugs
- 2925.04 Illegal Manufacture of Drugs or Cultivation of Marijuana
- 2925.041 Illegal Assembly or Possession of Chemicals for the Manufacture of Drugs
- 3716.11 Placing Harmful Objects in Food or Confection

- A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 3 Disqualifying Offenses (Seven-Year Exclusion)

- 959.13 Cruelty to Animals
- 959.131 Prohibitions Concerning Companion Animals
- 2903.12 Aggravated Assault
- 2903.21 Aggravated Menacing
- 2903.211 Menacing by Stalking
- 2905.12 Coercion
- 2909.04 Disrupting Public Services
- 2911.02 Robbery
- 2911.12 Burglary
- 2913.47 Insurance Fraud
- 2917.01 Inciting to Violence
- 2917.03 Riot
- 2917.31 Inducing Panic
- 2919.22 Endangering Children
- 2919.25 Domestic Violence
- 2921.03 Intimidation
- 2921.11 Perjury
- 2921.13 Falsification, Falsification in Theft Offense, Falsification to Purchase Firearm, or Falsification to Obtain a Concealed Handgun License
- 2921.34 Escape

- 2921.35 Aiding Escape or Resistance to Lawful Authority
- 2921.36 Illegal Conveyance of Weapons, Drugs, or Other Prohibited Items onto Grounds of Detention Facility or Institution
- 2923.01 Conspiracy when the underlying offense is any of the offenses or violations on this list
- 2923.02 Attempt when the underlying offense is any of the offenses or violations on this list
- 2923.03 Complicity when the underlying offense is any of the offenses or violations on this list
- 2925.05 Funding of Drug or Marijuana Trafficking
- 2925.06 Illegal Administration or Distribution of Anabolic Steroids
- 2925.24 Tampering with Drugs
- 2927.12 Ethnic Intimidation

- A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 4 Disqualifying Offenses (Five-Year Exclusion)

- 2903.13 Assault
- 2903.22 Menacing
- 2907.09 Public Indecency
- 2907.24 Soliciting after Positive Human Immunodeficiency Virus Test
- 2907.25 Prostitution
- 2907.33 Deception to Obtain Matter Harmful to Juveniles
- 2911.13 Breaking and Entering
- 2913.02 Theft
- 2913.03 Unauthorized Use of a Vehicle
- 2913.04 Unauthorized Use of Property, Computer, Cable, or Telecommunication Property
- 2913.05 Telecommunications Fraud
- 2913.11 Passing Bad Checks
- 2913.21 Misuse of Credit Cards
- 2913.31 Forgery, Forging Identification Cards
- 2913.32 Criminal Simulation
- 2913.41 Defrauding a Rental Agency or Hostelry
- 2913.42 Tampering with Records
- 2913.43 Securing Writings by Deception
- 2913.44 Personating an Officer
- 2913.441 Unlawful Display of Law Enforcement Emblem
- 2913.45 Defrauding Creditors
- 2913.51 Receiving Stolen Property
- 2919.12 Unlawful Abortion
- 2919.121 Unlawful Abortion Upon Minor
- 2919.123 Unlawful Distribution of an Abortion-Inducing Drug

- 2919.23 Interference with Custody
- 2919.24 Contributing to Unruliness or Delinquency of Child
- 2921.12 Tampering with Evidence
- 2921.21 Compounding a Crime
- 2921.24 Disclosure of Confidential Information
- 2921.32 Obstructing Justice
- 2921.321 Assaulting/Harassing Police Dog or Horse/Service Animal
- 2921.51 Impersonation of Peace Officer
- 2923.01 Conspiracy when the underlying offense is any of the offenses or violations on this list
- 2923.02 Attempt When the Underlying Offense is Any of the Offenses or Violations on this list
- 2923.03 Complicity when the Underlying Offense is Any of the Offenses or Violations on this list
- 2925.09 Illegal Administration, Dispensing, Distribution, Manufacture, Possession, Selling, or Using Any Dangerous Veterinary Drug
- 2925.11 Drug Possession other than a Minor Drug Possession Offense
- 2925.13 Permitting Drug Abuse
- 2925.22 Deception to Obtain Dangerous Drugs
- 2925.23 Illegal Processing of Drug Documents
- 2925.36 Illegal Dispensing of Drug Samples
- 2925.55 Unlawful Purchase of Pseudoephedrine Product
- 2925.56 Unlawful Sale of Pseudoephedrine Product

A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 5 Disqualifying Offense (No Exclusion)

A volunteer may volunteer or continue to volunteer, if the volunteer has been convicted of, pleaded guilty to, or has been found eligible for intervention in lieu of conviction for any of the following

- 2925.11 Drug Possession That is a Minor Drug Possession Offense
- 2925.14 Illegal Use or Possession of Drug Paraphernalia
- 2925.141 Illegal Use or possession of marijuana drug paraphernalia); or (iv) A violation of an

existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations described in paragraphs (E)(1)(e)(i) to (E)(1)(e)(iii) of this rule.

FBI

If a volunteer has not been a resident of Ohio for the five-year period immediately prior to the date upon which the criminal records check is requested, volunteers will be required to also complete a bureau of criminal identification and investigation obtain information from the federal bureau of investigation (FBI) as part of the criminal records check.

Rapback

The Retained Applicant Fingerprint Database (Rapback) is a continuous search and reporting of Ohio arrests and Ohio convictions through the Bureau of Criminal Investigation (BCI) in the Office of the Attorney General as noted in ORC 109.5721. Rapback provides notification of subsequent criminal activity after a background check and enrollment into Rapback. Employees are entered into Rapback where they are automatically compared with incoming arrests and disposition information in real time as new arrests and judicial information becomes available. Upon completion of a BCI/FBI background screen, volunteers will be enrolled in Rapback. Volunteers enrolled in Rapback will no longer be required to complete background investigations every five (5) years as previously required.

Automated Registry Check System (ARCS)

The Abuser Registry is established pursuant to ORC 5123.52. MCBDD shall not permit volunteers to volunteer if a volunteer is included in one or more of the abuser databases.

The Automated Registry Check System known as ARCS checks all seven required abuser registries at once. When enrolled in ARCS, ARCS will continually check all names enrolled against all seven registries. If a volunteer's name appears on one of the registries, ARCS notifies MCBDD to confirm whether the name appearing on the registry is our employee.

ARCS checks the following registries:

1. Excluded Parties List System, from the U.S. General Services Administration
2. List of Excluded Individuals and Entities, from the U.S. Office of Inspector General
3. Ohio Sex Offender and Child Victim Database, from the Ohio Attorney General's Office
4. DODD Abuser Registry Verification, from the Ohio Department of Developmental Disabilities
5. Ohio Nurse Aide Registry, from the Ohio Department of Health
6. ODRC Inmates Database, from the Ohio Department of Rehabilitation and Correction
7. Ohio Department of Medicaid Exclusion & Suspension List

Driving Abstract

Prior to volunteering in a position that involves transporting individuals for any purpose, MCBDD must verify that a volunteer has a valid motor vehicle operator's license and obtain the volunteer's driving record prepared by the Bureau of Motor Vehicles. In addition, annually, MCBDD obtains a driving record for all volunteers who transport individuals served by our program. A volunteer having six or more points on his or her driving record is prohibited from transporting individuals.

Attestation Acknowledgement

Volunteer Print Name

- hereby attest that I have not: 1) been convicted of, 2) pleaded guilty to, or 3) been found eligible for intervention in lieu of conviction, for any of the disqualifying offenses listed and agree that I will notify the Miami County Board of Developmental Disabilities (MCBDD), within 14 calendar days, if while volunteering, I am formally charged with, am convicted of, plead guilty to, or am found eligible for intervention in lieu of conviction for any of the disqualifying offenses. I understand that failure to make this notification may result in an inability to continue volunteering with the program.

- hereby give permission for the Miami County Board of Developmental Disabilities (MCBDD) to complete a driving abstract as a condition of transporting individuals and thereafter annually.

- hereby give permission for the Miami County Board of Developmental Disabilities (MCBDD) to enroll me in Rapback as a condition of volunteering and thereafter ongoing.

- hereby give permission for the Miami County Board of Developmental Disabilities (MCBDD) to enroll me in ARCS as a condition of volunteering and thereafter ongoing.

Volunteer Signature/Date