



Community Mentor Application

Name (printed) _____

You have expressed interest in becoming a community mentor, and these criteria have been met: (1) your mentee's parent/guardian agrees to community activities; (2) you have completed at least 3 months of regular in-school visits, and, (3) your School Counselor recommends you as a potential community mentor.

To become a community mentor, you will need to undergo an additional background check. This national, fingerprint-based screening would be conducted by the Clarke County School District (CCSD) Police Department, and we require potential community mentors to pay a portion of the screening costs. College student and retired/senior citizen mentors pay \$10 and all other mentors pay \$20.

If you are interested in pursuing community mentoring, please follow these steps:

1. Fill out and return this signed application to the **Mentor Program** by email, FAX, mail or drop off (see contact information below.)
2. When we receive your application, we will email you (and copy CCSD Records Technician June Anderson) that you can receive a fingerprint-based background check.
3. Purchase a money order in the amount of \$41.00 payable to the Clarke County School District. Money orders are available at banks and also available for purchase at supermarkets and gas stations (e.g. Kroger - .69, Walmart - .70, Publix - .89). **CCSD will ONLY accept a money order - - no checks, cash or credit cards.**
4. Travel to the CCSD office (**145 Paradise Blvd. Athens, GA 30607**) for fingerprinting Tuesdays or Thursdays, 2:30-4:00 PM. If you CANNOT make those times, please contact Ms. Jessica Norris to arrange an alternate date/time. (706)546-7721, x77652 or norrisj@clarke.k12.ga.us.
5. You will receive a receipt from CCSD for your money order payment. Submit the receipt to CCMP and we will mail you a reimbursement check in approximately one week (\$31.00 to college students and seniors; \$21.00 to other mentors.)
6. Upon receiving a clear fingerprint-based background check, we will notify you and the School Counselor with the "go-ahead" for community activities with your mentee.
7. Students may not leave school grounds during the school day for community activities; with written parental permission submitted to the school on a specific day, you may be able to pick up your mentee for after-school activities.

Please indicate your agreement with these conditions by signing the following statement: ***I wish to become a community mentor by following the steps listed above. I understand that while my mentee's parent/guardian agrees to community activities in general, I should communicate with them to schedule/ask permission for each proposed activity.***

(Signature)

(Date)

P.O. Box 49530
Athens, GA 30604
706-850-0762

mentor@clarkementors.com

NON-CRIMINAL JUSTICE
APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Signature

Date