

Who must file a Criminal Background Check at Windsor Hill Camp?

New Hampshire State law requires every person who works with children or who has contact with children at our facility sign a confidential statement divulging any criminal background information. These confidential statements are kept in a confidential file by the Camp Director.

In addition, Windsor Hills requires a CORI or State Criminal Background Check for all adults (18 and over) who work on the facility as a part of our program. This means the following will need a Background Check on file for the 2006 season:

- * Counselors and Assistant Counselors
- * Program staff members
- * Food service workers
- * Maintenance workers
- * Activity staff members
- * Camp Directors

If you are not sure whether you need to file or not, call the camp office at 603-478-3363 or Dan Whitney's home office at 603-428-8219. You can safely assume that if you are planning on staying on the campground overnight when children are in residence, you will need to file a statement and a report.

If you (1) already have a form on file at the camp that was done within the last **three** years, and (2) your pastor signs your application form, and (3) you are a member in good standing at a local Nazarene Church, you do not need to file an additional form.

How do I file?

Simply download the form from our website, fill out the form completely, sign it. Write a check for \$15 to Windsor Hills, then mail both to the camp.

When Should I file?

If you think you might be a worker at camp this summer, file right away. Checks can take anywhere from one to two weeks. Don't put yourself in an awkward position by procrastinating.

How will the Reports be handled at the camp?

Confidential reports about particular individuals will be processed in the camp office and then sent off site to a locked, secure spot. In our case, this is in a locked filing cabinet in the home office of the Executive Director, Dan Whitney. Personnel Files kept on site will only indicate whether or not a Criminal Background Check has been received. We will not create multiple copies of your report, and we will only release the information to a third party with your written permission.

What if I already had a Background Check done somewhere else?

Some states do not allow the reports to be forwarded to other agencies. However, it is worth trying, if you already have a Criminal Background Check on file. Take the form from our website with you, and head to your employer's office or human resources office. If they allow you to sign a release and have your form forwarded to us, that will satisfy us. The form needs to come from them, however,

not from you. If we receive such a form, we will notify you by post card that it has arrived. Our address is:

**Windsor Hills Camp and Retreat Center
Dan Whitney – CBC Enclosed, confidential
29 White Pond Road
Windsor, NH 03244**

If you have additional questions, please feel free to call us at:

Camp Office 603-478-3363

Dan Whitney's Home Office 603-428-8219

Email danwhitney@whcamp.org

Website: www.whcamp.org