



ANNAPOLIS AREA
CHRISTIAN SCHOOL

MEMO

From: Ani Carapetian-Cook, Human Resources Manager
To: Volunteers / Chaperones
Subj: Background investigations

In our continued effort to provide a safe environment for our students, parents, faculty, and staff we are asking all of our volunteers to have a current background investigation on file. Specifically, every volunteer or chaperone that will be interacting directly with students independent of AACCS staff must have successfully completed the background process prior to their volunteer activity.

We have contracted with Protect My Ministry to process these background investigations for us. You are able to complete the application on line from any computer at the web address below.

(Although the application does not specify please note that we only need address information for the past 10 years.)

<https://www.ministryopportunities.org/aacsonline>

Please allow 10 days prior to any volunteer/chaperone activity for the results of the background investigation to be received and the results communicated to AACCS faculty or staff overseeing the activity. (Note: your personal information and/or details about the results received from the investigation will remain private within the Human Resources Department. You can rest assured that your personal information will remain confidential and only a "cleared" or "not cleared" will be communicated to those with a need to know.)

Once you have entered all of your information into the online application you will be required to read some details regarding the scope of the investigation along with a statement of your rights related to the use of any information received and provide your authorization to proceed with the background check.

Should you have any questions that are not answered in the application process please feel free to contact me at acook@aacsonline.org or 410-519-5300 x 2150.

Thank you for your commitment to AACCS and our students we are grateful for your partnership!

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