

MEMORANDUM

To: All ASHA Board members

From: Cullen Wallace, ASHA President

Date: August 8, 2006

Re: Screening Policy

The ASHA and the Pacific District has reached an agreement with Acxiom Information Security Services to perform the background screenings for all volunteers. The screening is to be done by each individual online. I am including the new screening policy as well as the instructions for actually doing the background check. I have found that the online process works better using Microsoft explorer. I tried using Netscape but it kept getting hung up.

All associations will need to provide a list of all the people within their organization that fall under the screening guidelines to me by the August meeting. The screening report itself is sent to the ASHA screening administrator via email. The individual being screened does not receive a copy of the report unless they fail the check. Any individual who fails the background check will be notified in writing by the screening administrator. As of right now, I will be the administrator. I will be looking for someone to take over this role in the immediate future.

If you have any questions, please let me know. I have asked the web master to post the policy and instructions on the web site along with a link to Acxiom's site.