Delta Sigma Theta Sorority, Incorporated
RISK MANAGEMENT – BACKGROUND SCREENING PROCESS

New Background Screening Process NEW!

NEW!

▲ All volunteer applicants will be responsible for completing and paying for the online background screening application. **Chapters must determine whether volunteer applicants will be reimbursed.**

▲ We are no longer using the batch payment/batch name option. The Chapter President/Chapter Risk Management Coordinator must provide all volunteer applicants with the instructions listed below.

The only payment option is the Volunteer-applicant Self-pay:

1. All volunteer applicants should be directed to the Sorority's national website: www.deltasigmatheta.org.
2. Volunteer applicants will click on the **ABOUT DELTA** tab located at the top of the Sorority's homepage and click on **LEADERSHIP** then **REGIONAL LEADERSHIP.** At the bottom of the page select **"Risk Management"** under Background Screenings.
3. On the next screen, volunteer applicants will see the Sorority's background screening message.
4. Volunteer applicants should then click on the **Regional Link that applies to the Chapter for which they would like to volunteer.**
5. Volunteer applicants will then be directed to the Welcome Page specific to the selected region.
6. Once they have reviewed the instructions, they are to click on **SUBMIT**.
7. Volunteer applicants are to carefully review the online background screening application and answer the required questions.
8. Volunteer applicants should check the box to receive a copy of their background screening report once their background screening application is processed.
9. Once the online background screening application is complete, the volunteer applicant will be directed to the screen to pay the required fee. **The base fee is $19.50, plus applicable state fee for the Motor Vehicle Administration search.** There is also an additional fee for each additional name the applicant submits. The online background screening application can be paid by Debit or Credit card.
10. Once the payment is submitted and the background screening application is processed, the volunteer applicant will receive a copy of their report to the email address that was provided.

Additional Instructions to Facilitate the Background Screening Process

• Please ensure that your volunteer applicant knows the correct name of the chapter in which they are applying to volunteer. This ensures that once the volunteer applicant has completed their online background screening application, their name and status is reported under the correct chapter name.

• Be sure to advise your volunteer applicant to **check the box requesting a copy of their background screening report**.

• **Your Regional Risk Management Coordinator(s) is your first point of contact for any risk management related issues or concerns.**