



Background Check Certification Form



Dear Principal (or designee):

The Florida District of Key Club requires that any adult chaperone or non-student attendee eighteen years of age or older who registers as an overnight attendee of our annual district conference must pass a criminal background check. The school employee or non-employee adult named below has submitted his/her name to act as a chaperone to the annual Key Club District Conference.

Our policy states that an adult who meets either of the following criteria qualifies as having met this background check requirement:

1. Any adult who has been cleared by the school from which a chaperoned Key Club member attends will be considered in compliance with this policy if the school or school district to which that school belongs has a background check procedure in place to qualify adults to be overnight chaperones and the school's principal or designee certifies in writing that the adult has met said requirement.
2. An employee of any school or school district that has a background check procedure in place that would qualify that employee to be an overnight chaperone to students of that school or any member school will be considered in compliance of this policy if passing that background check is a requirement for employment by that school or school district and the school's principal or designee certifies in writing that the school requires background checks for employment and that the adult has met said background check requirement.

By your signature below, you certify that _____ has met at least one of the above criteria. (Name of registered adult – to be completed by adult)

Signature of principal or designee

Date

Printed name of signer above

Printed name of principal **if** designee signed above

Principal's phone number

Name and address of school: _____

Mail this form to *Florida District of Key Club, 5545 Benchmark Lane, Sanford, FL 32773* or scan and email this form to conferenceforms@floridakeyclub.org.