



MEMORANDUM OF RECORD

TO: Employees and Volunteers for Diocese of Helena

FROM: Carmae Fawaz

SUBJECT: American Checked Background Check Consumer Report Disclosure and Release

DATE: March 10, 2012

The Diocese of Helena will only run the following checks for our employees/volunteers:

VOLUNTEERS:

- 1. Criminal Background Check**
- 2. Credit Check – if dealing with money**
- 3. Driving Record – if driving vehicles for the Diocese**

EMPLOYEES:

- 1. Criminal Background Check**
- 2. Credit Check – if dealing with money**
- 3. Driving Record – if driving vehicles for the Diocese**
- 4. Drug Screening – for initial on-boarding or if working heavy equipment for the Diocese**

Carmae T. Fawaz

HR Director, Diocese of Helena