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