

WOMEN IN SAFE HOMES
BACKGROUND CHECK AUTHORIZATION
 CONFIDENTIAL

The purpose of this form is to produce a background check regarding the possible existence of an arrest resulting in a criminal charge and/or a criminal conviction record. We are required by state statute as 12.62.035 to do criminal background checks on employees and volunteers.

Last Name:		First Name:		Middle:		Jr., III, etc:	
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Names used as aliases, maiden name, previous married name(s):	
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Date of Birth	_____	Sex		Social Security Number:	_____ - _____ - _____	Driver's License No.:	_____
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Residence Address:	_____			
How long at current address:	_____	City	State	Zip Code

Prior Address:	_____			
How long at previous address:	_____	City	State	Zip Code

Mailing Address:	_____			
		City	State	Zip Code

Failure to disclose past criminal convictions or charges pending will be cause for immediate dismissal. Certain types of convictions or charges may be grounds to dismiss. Certain types of civic prodedures are relevant.

Have you ever been convicted of a crime: ___YES ___NO

Have you ever been charged with a criminal offence? ___YES ___NO

If YES, please explain below ()Indicate type and date of conviction or criminal charge):

Has there ever been a case of substantiated abuse or neglect in which you were involved? ___YES ___NO

I hereby authorize Women In Safe Homes to submit my name and descriptive information to the LexisNexis Volunteer Select Plus, the Ketchikan Police Department, the Alaska Department of Public Safety, the District Attorney's Office, the Federal Bureau of Investigation and/or Courtview for a criminal history search. I also certify that the information I have given on this form is to the best of my ability true and correct.

Signature of Employee: _____

Date: _____

Witness: _____

Date: _____



Women In Safe Homes

Board Membership Application

Name: _____ E-mail: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Please answer the questions below:

Explain why you would like to be a member of the WISH Board of Directors:

List relevant background information including, but not limited to interests and experiences, which you feel, will assist you in making a contribution to Women In Safe Homes:

What specific goals do you have for your contribution to Women In Safe Homes?

Do you feel your priorities for time will allow a significant investment in Women In Safe Homes?

Would you be able to participate in fundraising activities?

What, if any, formal or informal community service do you participate in?

Are you currently serving on a Board of Directors? If so, for what agency?

Have you ever been convicted of a misdemeanor or felony related to domestic violence, sexual assault, child abuse or drugs?

Additional Comments:

Applicant Printed Name

Date

Applicant Signature



Women In Safe Homes

Confidentiality Agreement for WISH Board Members

I understand the need to respect the privacy and safety of anyone who may contact WISH and of anyone whom WISH may provide services. Therefore, I will not reveal to anyone the identity of any WISH contact, and I will not reveal to anyone the nature of services that WISH may provide for a particular person. If I am asked for this information, I will say that I cannot indicate whether a person in question has contacted WISH.

As a Board Member, I will uphold the integrity of the board and will not share opinions and/or criticisms of board functions or members that would be detrimental to the agency.

Board Member Printed Name

Date

Board Member Signature

Witness



Women In Safe Homes

Board Member Conflict of Interest Statement

I have read and am familiar with the WISH Board Policy concerning conflicts of interest, and I have initialed the line opposite the appropriate paragraph below.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken action which would contravene the policy of this Board.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family has had any interest of taken any action which would contravene the policy of this Board, except interests or actions fully disclosed below:

Board Member Printed Name

Date

Board Member Signature

Witness



Women In Safe Homes
P.O. Box 6552
Ketchikan, AK 99901
(907) 228-4099 PHONE
(907) 225-2472 FAX

Women In Safe Homes

Board Member Job Description

Roles & Responsibilities:

- Define and oversee the mission of WISH and keep it relevant to the needs of our community.
- Assist in raising resources to ensure financial sustainability.
- Select, support, and evaluate the Executive Director
- Provide strategic guidance to the organization and the Executive Director.
- Approve programs and services and monitor their effectiveness.
- Ensure continuous Board improvement.
- Maintain a fiduciary responsibility in support of the organization's financial needs.

An unexcused absence of a Director from two regular scheduled Board meetings may be considered equivalent to resignation and the seat of the Director absenting him/herself may be considered vacant per the By-Laws. The unexcused absences must occur within a membership year (October-October).

As a member of this Board, i commit to:

- Participating in Board training seminars, workshops, etc.
- Participating in the planning and execution of fundraising events.
- Assisting to the best of my ability in fundraising activities and events.
- Serving on at least two Board committees, one of which is Fundraising.
- Making an annual, personal gift that is meaningful and significant.
- Holding WISH to a high standard of performance and actively helping to make it a success.
- Understanding my roles and responsibilities, and becoming knowledgeable about WISH and its operations so I may make more informed decisions that are best for the organization.
- Reading Board packets prior to the next Board meeting and coming prepared to each meeting.

- Arriving at meetings on time and staying for the full agenda unless I have otherwise notified the Board or Executive Director.
- Asking for clarification on any matters or material that I do not understand before making an objective perspective.
- Respecting the confidentiality of the Board's business.
- Gaining community support through promoting membership and education.
- Actively work towards those decisions and solutions that are in the organization's best interests (speaking with one voice).

I agree to be informed about and to observe the following Board policies in our manual:

- Avoidance of conflict of interest.
- Equal opportunity and avoidance of discrimination.
- Enrollment in Board liability insurance program.

Signature

Date

Printed Name



Women In Safe Homes

Mission Statement

Our primary mission is to provide a safe place, advocacy and education for people impacted by domestic violence, stalking, sexual assault and abuse, and to assist and empower them as they explore their options in Southern Southeast Alaska.

We also promote the elimination of violence through primary prevention and education programs, and engaging community members throughout Southern Southeast Alaska.



Women In Safe Homes

Philosophy Statement

We believe that all people have a right to live in an environment free of violence.

We are a non-profit organization that provides high quality services through a team of specially trained individuals and volunteers. We work cooperatively with other public and private agencies building an extended community dedicated to stopping the cycle of violence.

We carry out our mission through direct services, primary preventions, and education to all individuals throughout Southern Southeast Alaska.