

DISCLOSURES, ACKNOWLEDGMENT AND PRIVACY

Muskogee Little Theatre takes pride in our family friendly atmosphere, and as an educational space. We take the safety of our patrons, volunteers and friends seriously. We want MLT to be a safe space, and take strides to make it so, especially when it involves the vulnerable population served – our youth. Volunteer screening in the case of workers or volunteers involved with children, is firmly entrenched as a best practice.

Muskogee Little Theatre understands that privacy and security of personal information is a major concern. Volunteers have a legitimate right to know that their personal information will be secure.

For these reasons, Muskogee Little Theatre has developed the following policies and procedures regarding disclosures, acknowledgment and privacy.

Employee, Contract Labor and Volunteer Screening

Policy:

Muskogee Little Theatre Board of Directors have adopted an organization policy of screening employees, contract labor and volunteers who are involved with children participants. Any person 16 years or older, requesting to volunteer or work for Muskogee Little Theatre (MLT) and work or participate with children (children under age 18) will be screened to ensure safety while at MLT.

Procedure:

Any person (16 years or older) requesting to volunteer or work at Muskogee Little Theatre in an event/activity where youth (under 18) are participants shall be asked the following question :
Have you ever been convicted of a felony, by any state or federal government? Yes ____ No ____
If yes, please explain:

The paper with the aforementioned question shall be collected separately from any other documents and kept private and immediately given to the Volunteer Coordinator of Muskogee Little Theatre.

If yes is answered on the aforementioned question, they will be asked to fill out a form that will be used by Muskogee Little Theatre Volunteer Coordinator to aid in identification in order to research background information.

(A record of a criminal conviction will not necessarily bar people from volunteer service or working at MLT)

All records will be kept on file at MLT for a period of three years and then destroyed. Any worker or volunteer who has a screening record on file will not be required to be screened within that three year period.

Privacy, Confidentiality and Data Security

Policy:

Muskogee Little Theatre Board of Directors have adopted an organization policy ensuring that employees, contract labor and volunteers personal information will be secure and confidential. Furthermore, MLT believes that screened individuals have the following rights: *opportunity to review data collected, especially negative data, at any time *have the right to appeal or dispute inaccurate information *assurance that personal data and information collected will not be used for other purposes and *assurance that personal information will be securely stored, and access available to only those who have a need to know.

Procedure:

All documents that contain personal information about employees, contract labor or volunteers will be stored in the office of the Executive Director which is kept locked at all times except under the watch of authorized personnel. All volunteer screening documents will be collected by the Volunteer Coordinator and stored in a locked file cabinet in the Executive Directors office. Screening documents will be kept for three years and then destroyed by shredding.

MUSKOGEE LITTLE THEATRE DISCLOSURE AND ACKNOWLEDGEMENT FORM

1. Have you ever been charged with a felony, by any state or federal government?

YES

NO

Printed name _____

Signature _____ Date _____

Notes:

***A record of a criminal conviction will not necessarily bar you from volunteer service or working at MLT.**

***If you answered yes to the above, you will be contacted by our Volunteer Coordinator to fill out more information.**

2. Have you read the attached Disclosures, Acknowledgement and Privacy policies?

YES

NO

