



# Member Background Checks

IN ORDER TO WORK WITH YOUTH, EACH ROTARIAN IS REQUIRED TO HAVE COMPLETED A BACKGROUND CHECK. THE CLUB WILL PAY FOR YOUR BACKGROUND CHECK WHEN IT IS COMPLETED BY THE DISTRICT.

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## EMAIL NATASHA CLARIN

### 1 *District 5000 Representative*

Email Natasha at [NatashaClarin777@gmail.com](mailto:NatashaClarin777@gmail.com) the following information: Name, email address, home zip code, city, county.

## EMAIL INVITATION FROM YOUTH PROTECTION OFFICER

### 2 You will receive an an email invitation from [ypo@rotaryd5000.org](mailto:ypo@rotaryd5000.org) to begin the background check on IntelliCorp's website.

## COMPLETE ONLINE BACKGROUND CHECK FORM

### 3 Follow the instructions for submitting your information and paying online fees. (The club will reimburse the fees.)

## SUBMIT CHECK REQUEST FORM

### 4 Download the check request form at [bit.ly/HPHcheckrequest](https://bit.ly/HPHcheckrequest) and submit the completed form to [Treasurer@RotaryHPH.org](mailto:Treasurer@RotaryHPH.org)

## UPON COMPLETION, NOTIFY THE CLUB SECRETARY

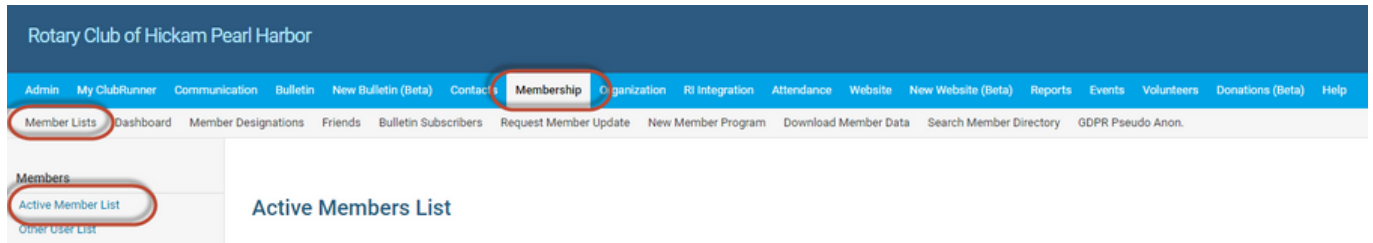
### 5 When you receive the completion of your background check, notify the **Club Secretary** by emailing [Secretary@RotaryHPH.org](mailto:Secretary@RotaryHPH.org) to update your membership record.



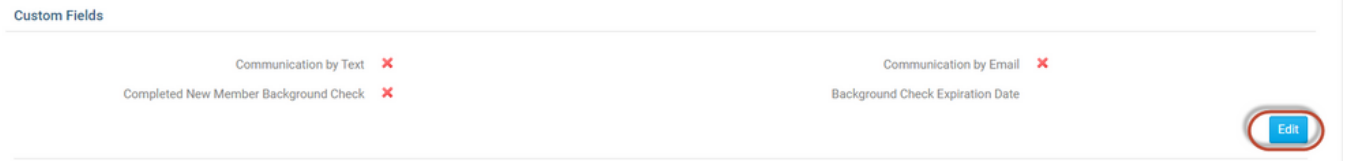
## Member Background Checks

### UPDATE RECORD

- 1 For the Club Secretary: In [ClubRunner](#), go to the **Membership** > **Member List** > **Active Member List**



- 2 Scroll to the bottom of the screen and click **Edit**.



- 3 Update the *Background Check Expiration Date* and click **Save**.

