



Dear Prospective Volunteer,

Thank you for your interest in volunteering for LACASA. We welcome volunteers from diverse backgrounds and hope you will consider joining us and supporting our Mission.

There are many ways volunteers can make a difference at LACASA. You can choose to volunteer in a capacity that best suits your area of interest and your comfort level. Some volunteers prefer to work at one of our awareness events, fundraising events, our reception desk, or at our resale store, LACASA Collection. Others prefer to work directly with our clients and/or residents. I am happy to talk with you further about all of these opportunities.

To start your volunteer journey with LACASA, please fill out the accompanying volunteer application, Criminal History Background Check form, and the Central Registry Clearance Request form. Please note, the Central Registry Clearance Request form requires a copy/photo of the front side of your driver's license (a passport or a State ID will work as well).

Please return your completed forms to Caroline Arbour at:

Email: carbour@lacasacenter.org

Mail/Drop Off: LACASA 1920 Tooley Rd., Howell, MI 48855 Attention: Caroline Arbour

Once I have received your completed forms, I will run your criminal history background check. Generally, this takes a few days to complete. At the successful completion of this step, I will be in touch with you via email to invite you to an upcoming Volunteer Orientation that is mandatory for all volunteers to attend.

If you have any questions, please feel free to email me. I look forward to working with you and supporting you through this journey.

LACASA could not fulfill its' Mission without the help of our many talented volunteers!

Sincerely,
Caroline Arbour
Volunteer Engagement Manager
Pronouns She/Her/Hers

EMPLOYMENT HISTORY – PLEASE INCLUDE CURRENT EMPLOYER and if *RETIRED*

Employer	Job Title	Dates of Employment

VOLUNTEER EXPERIENCE

Organization	Volunteer Duties/Responsibilities	Dates of Volunteering

QUESTIONNAIRE

1. How did you hear about LACASA?

2. Why do you want to volunteer for LACASA?

3. What skills can you bring to LACASA?

4. What position/s most interest you at this time? [Volunteer Opportunities \(click here\)](#)



CRIMINAL HISTORY BACKGROUND CHECK

Name:

Last

First

Middle

Home Address:

Street

City

Zip Code

Maiden Name/Names Previously Used/AKA:

Birth Date:

Race:

Gender:

Have you *ever* been convicted of a crime? Yes No If yes please specify:

Former Addresses; all alternative addresses where lived (school and work) within the past **five years**
(if required attach a separate document to account for all addresses):

Address: City: State: ZIP code: Country:

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The following clearances are examined:

- Michigan State Police Clearance - ICHAT (Internet Criminal History Access Tool)
- Central Registry Clearance - MDHHS (Michigan Department of Health and Human Services)
- Michigan Sex Offender Registry
- National Sex Offender Registry

I authorize LACASA to use the above information for the sole purpose of obtaining a criminal history background check.

Intern/Volunteer Signature

Date

DHS-1929, CENTRAL REGISTRY CLEARANCE REQUEST

Michigan Department of Health and Human Services

(Revised 11-22a)

COPY PHOTO ID HERE
OR
ATTACH A SEPARATE PAGE

SECTION 1 – INFORMATION ON PERSON BEING CLEARED

Name, (First, Middle, Last)	Signature Required for Individual Being Cleared	Date
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Maiden Name, Aliases, also known as (A.K.A)	Social Security Number	Date of Birth
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Address	City	State	Zip Code
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Phone Number	Email
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I am completing this for myself.

I would like to pick up my results in _____ County (For Michigan Residents Only).

SECTION 2 – REQUESTER INFORMATION

Check Appropriate Box

Employer

Volunteer Agency

Adoption/Foster Care Home Screening

Court/Law Enforcement/Department of Corrections/Prosecuting Attorney

Child Caring Institution

Other

Name of Agency or Organization LACASA	Name of Requester Caroline Arbour
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Address 1920 Tooley Road	City Howell	State MI	Zip Code 48855
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Email carbour@lacasacenter.org	Fax	Phone Number 517-302-2518
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Effective November 1, 2022, only confirmed cases of methamphetamine production, confirmed serious abuse or neglect, confirmed sexual abuse, or confirmed sexual exploitation will be classified as a central registry case in Michigan. Individuals may have child welfare history that previously resulted in central

registry placement, but that would no longer meet the criteria. In addition, select criminal convictions involving children will result in placement on central registry.

This clearance does not identify individuals with child abuse/neglect history who did not meet the new central registry requirements as noted above or history in other states, territories, or tribal trust land.

With your signature, you are authorizing agencies to receive notice of all placements on central registry as allowable by Child Protection Law (MCL 722.627-722.627j).

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.