

Dear Pastors and Volunteers

At the last Annual Conference Session a new Safe Sanctuaries Policy for the Conference was approved. With their approval you need to be aware of the following changes that relate to background checks. The Conference is requesting all churches to use Trak-1 for all clearances. These clearances are good for three (3) years. This clearance will cover all 50 states and includes both background check and sex offender check. The price for these two checks together is \$13.99. Below are the steps to complete the process.

## STEPS TO COMPLETE A BACKGROUND CHECK

- Go to [www.susumc.org](http://www.susumc.org).
- Click on Safe Sanctuaries button.
- “Click here to begin applying for background check.”
- Enter Name, E-mail address, district & church & click “send invite.”
- Go to your e-mail and check for the invite.
- Click on Training Program.
- You will create a personal profile with name, address, social security number, birthday, and credit card payment. Please make sure you go through to the training page even though online training is not yet available.
- This completes the process.
- You will be able to return to your account by going to [www.smart-trak.com](http://www.smart-trak.com) and entering your user name (which is your e-mail address) and password.
- You do not have to print the background check out. This is being managed through Trak-1.
- Your church may contact the Conference Office and speak with either Joni Robison or Anne Horton. We can provide you with a list of people from your church who have had their checks completed. The list will verify if they are approved or not to work with children, youth, or vulnerable adults.

Your staff and volunteers can do these at home. All records will be held through Trak-1. The Conference has two Administrators handling this process which will be through the Camping Office. If you need to know who from your church has been approved, please call or e-mail the camping office (1-800-874-8474 or [camps@susumc.org](mailto:camps@susumc.org)) and we will provide you with an excel spread sheet as to who has been approved to work with children, youth, and vulnerable adults.

If you have just completed a new check within the last two years, they will be valid for **three years** at which time they will need to be renewed. It is the Safe Sanctuaries Committee’s hope this will be a simpler process for all involved.

We are in the process of creating an online training piece but it will not be ready until late August. We will continue to do face-to-face training, too.

If you have additional questions, please contact Anne Horton, [ahorton@susumc.org](mailto:ahorton@susumc.org). This is the best way to reach me during the summer. Thanks and have a blessed day in the Lord!

Grace and Peace,

*Anne*

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