

# **RISK MANAGEMENT**

## **BACKGROUND SCREENING PROCESS**

1. Visit the Sorority's national website: [www.deltasigmatheta.org](http://www.deltasigmatheta.org).
2. Volunteer applicants will click on the RESOURCES tab located at the top of the Sorority's homepage and click on BACKGROUND SCREENING.
3. On the next screen, you will see the Sorority's background screening message.
4. Then click on the Regional Link that applies to the Chapter for which you would like to volunteer.
5. You will be directed to the Welcome Page specific to the selected region.
6. Once you have reviewed the instructions, then click on SUBMIT.
7. Carefully review the online background screening application and answer the required questions.
8. Check the box to receive a copy of your background screening report once your background screening application is processed.
9. Once the online background screening application is complete, you will be directed to the screen to pay the required fee. The base fee is \$19.50, plus applicable state fee for the Motor Vehicle Administration search. There is also an additional fee for each additional name the applicant submits. The online background screening application can be paid by Debit or Credit card.
10. Once the payment is submitted and the background screening application is processed, you will receive a copy of your report to the email address that was provided.

Orangeburg Alumnae Chapter Risk Management Coordinators:

Tessie Haywood

803-348-4561

Vondella S. Richardson

803-937-5793

Please, if you have any question do not hesitate to call us.