

1) Sample Email - Invitation



Hello {volunteer_first} {volunteer_last}!

This email is to invite you to begin the process of completing a background check for the Ace Mentor Program. It is required of all mentors to have an approved background check before they are able to participate in the program. It is a fairly simple process. Please use the link below to log in to Verified Volunteers website and set up your profile. You will then be able to place a request for a background check. The background check will be processed and you will be notified when the check has been completed.

[**Order My Background Check**](#)

If you have any questions, please contact Verified Volunteers' Customer Care team at {sys_email_advocates}. We are here to help!

The Advocates Customer Care Team

P.S. Received this email in error? Please contact Verified Volunteers at 1-855-326-1860, option 1.

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2) Sample Email - Invitation Reminder



Hello {volunteer_first} {volunteer_last}!

This is a reminder that you have not yet submitted your background check order through Verified Volunteers. Please use the link below to log back in to Verified Volunteers and complete your order. You are not eligible to participate with the ACE Mentor Program without an approved background check.

[Order My Background Check](#)

If you have any questions, please contact Verified Volunteers' Customer Care team at {sys_email_advocates}. We are here to help!

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3) Sample Email - Order Complete



Dear {volunteer_first},

Your background check request placed for ACE Mentor Program of America has been processed and is now available in your Verified Volunteers account.

To view the results of your background check:

1. Click on the link below or copy and paste the address into your web browser to begin.

[{Link}](#)

2. Login to your Verified Volunteers account using your existing credentials.

3. View your background check by selecting "Verified" located to the right of your photo.

You do not need to do anything else with your background check. The next step is your file will be approved or not approved by ACE National and entered into the ACE National Database. Your affiliate will be notified and will need to make sure you have completed all steps to becoming a mentor. Once all steps have been completed, your ACE Mentor status will be marked as active and you will be able to begin mentoring with the program. The following are a reminder of the steps necessary to become an active mentor with the ACE Program:

1. *Complete online registration*
2. *Pass a background check*
3. *Complete the mentor training*
4. *Sign a mentor agreement*

Additionally, you may share your background check for up to 1 year with organizations who are currently members of the Verified Volunteers community*. You will be able to find these organizations and connect with them from your Profile. If you volunteer for an organization who is not currently a Verified Volunteers member, please let us know by emailing [{sys_email_advocates}](#)

If you have any questions, please contact us at [{sys_email_advocates}](#) or your affiliate leader.

The Advocates Customer Care Team

*Please refer to the *Verified Volunteer Terms and Conditions* for rules and guidelines of the sharing program

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