DATABASE AND REGISTRATION GUIDE

CONTACT YOUR REGIONAL DIRECTOR TO GET AN INITIAL TUTORIAL ON DATABASE

DATABASE

GUEST SPEAKERS
ATTENDS LESS THAN 20% OF SESSIONS
OR 2 MEETINGS

BOARD MEMBERS
WITHOUT ACCESS TO STUDENT INFO

BACKGROUND CHECK
NOT REQUIRED

MENTORS/VOLUNTEERS
WITH ACCESS TO STUDENT INFO

DATABASE ADMIN
ANYONE WITH ACCESS TO STUDENT INFO

AFFILIATE STAFF

HIGH SCHOOL STUDENTS

MUST COMPLETE CONSENT FORM
STUDENTS CANNOT PARTICIPATE WITHOUT
SIGNED PARENT CONSENT FORM.

MUST COMPLETE BACKGROUND CHECK
SENT BY DATABASE ADMIN
MENTORS CANNOT PARTICIPATE WITHOUT CLEARING BACKGROUND
CHECK.

ONCE COMPLETE

AFF. RECEIVES INVOICE
QUARTERLY FOR BACKGROUND
CHECKS. BACKGROUND CHECKS
ARE REQUIRED EVERY 3 YEARS.

AFFILIATE PAYS IN 30 DAYS

AFFILIATE MUST MARK STATUS
OF ALL REGISTERED AS:
ACTIVE/INACTIVE/DECLINED

NATIONAL VIEWS DATABASE NUMBERS
AND SENDS AFFILIATE INSURANCE
INVOICE IN OCTOBER
COST BASED ON PREVIOUS YEAR'S NUMBERS
OF ACTIVE AND PENDING
MENTORS/VOLUNTEERS/STUDENTS/BOARD

AFFILIATE PAYS BEFORE YEAR END

COVERAGE FOR NEXT ACE YEAR