

Dear Potential Staff Member 2018,

We here at The Barton Center are excited about you being part of the camping experience this summer at our camps!

In an ongoing effort to maintain camper and staff safety, The Barton Center is obligated to conform to all state and American Camping Association (ACA) regulations related to criminal offender and sexual offender background checks on all staff and volunteers.

The Barton Center will continue to run Massachusetts CORI (Criminal Offender Record Information) and SORI (Sexual Offender Registry Information) checks annually on all new and returning staff, including 2<sup>nd</sup> Year CITs. As part of your application, you will be required to complete your portion of the MA CORI and SORI paperwork. Please note that The Barton Center is the requestor on the SORI form as we have indicated. You need to fill out the following information only: Subject's LAST NAME, Subject's FIRST NAME, Subject's MIDDLE INITIAL, Date of Birth, Age, Address, Personal identifying characteristics, and Other information.

The costs of the annual checks listed above will continue to be paid for by The Barton Center.

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We do NOT require an out-of-state criminal background check at the time of application. We will, however, require one if you are employed by us. If you do not live in Massachusetts, you will need to obtain a background check from your state of residence once you are hired.

Every state has different procedures, guidelines, agencies and costs to meet this requirement. You will need to pay any cost associated with obtaining documents to fulfill this requirement.

The following link may help you determine your home state's procedure for obtaining a criminal background check: <http://www.acacamps.org/resource-library/state-laws-regulations>. You can also contact your state or local police department for help. A letter from your local police department on official letterhead stating that you have no criminal record is sufficient to meet the requirement, but not all local police departments are allowed to provide this documentation.

**\*\*\* Please note that this process for obtaining a criminal background check from your state of residence can take up to 8 weeks to complete; and, if you are not a Massachusetts resident, you cannot be officially hired until we receive a copy of your out-of-state background check.**

**\*\*\* YOU WILL NOT BE ALLOWED TO COME TO CAMP IF THESE FORMS ARE NOT RECEIVED. THIS INCLUDES PRE-CAMP TRAINING!**

Also, please note, these guidelines are constantly changing and being updated, and we will let you know if and when they change again.

Here's What to Do

1. Please check the following link for your home state's procedure and begin the process.  
<http://www.acacamps.org/resource-library/state-laws-regulations>
2. When you receive your results, forward the director a copy to complete your hiring process.

Please contact your camp director or me if you have any questions related to this matter. We appreciate your understanding and help in making this the best possible summer for kids with diabetes at The Barton Center!

Sincerely,

*Lynn A. Butler-Dinunno*

Lynn A. Butler-Dinunno  
Executive Director

The Barton Center for Diabetes Education, Inc.  
30 Ennis Road, P.O. Box 356, North Oxford, MA 01537-0356  
Phone: 508-987-2056, Ext. 2004; Fax: 508-987-2002; [lynn.butler@bartoncenter.org](mailto:lynn.butler@bartoncenter.org)