



Interfaith Welcome Coalition Volunteer Application

Date				
Name				
Address				
Phone		Can we text this number?	Yes	No
E-mail				
Congregation (Optional)				
Spanish Language Ability	None	Minimal	Conversational	Fluent
Please indicate the activity of volunteer interest.				
Bus station	Airport	Backpack assembly*	Overnight Hospitality	Other:
<i>I agree to complete all necessary training and screening, including an hour-long orientation course and background check.</i>				
Signature			Date	

A \$17.00 donation is suggested to cover your background check. We understand if this is a hardship and you are not able to make a donation. We still want you to volunteer. Please mail your check to IWC, 300 Bushnell Ave., San Antonio TX, 78212, or you can pay with credit card / Paypal on our website <http://interfaithwelcomecoalition.org> by clicking the Donate button of the Kelly Allen Vision Fund.

* Backpack assembly does not require background check.

Email your scanned application to iwcvolunteersa@gmail.com or mail or deliver it to:
IWC, 300 Bushnell Ave., San Antonio TX, 78212



DATE: **September 2017**

SUBJECT: **CONFIDENTIALITY**

- I. While it is important to publicize the work of the Interfaith Welcome Coalition with regard to the plight of asylum seekers entering the United States from Central America or at-risk immigrants within our community, it is equally important to protect the personal information of each person served by the Interfaith Welcome Coalition. The purpose of this policy is to establish procedures concerning the confidentiality of all information received as volunteers serving under the auspices of the Interfaith Welcome Coalition.
- II. All IWC volunteers will not discuss with any outside individual or corporate entity any personal information with regard to any asylum seekers, refugees or at-risk immigrants we serve.
- III. IWC volunteers will not take or share unauthorized pictures of asylum seekers, refugees or at-risk immigrants.
- IV. At such time, if the decision is made to make public information on any family we serve, it will be approved and disseminated by the Leadership Team of the Interfaith Welcome Coalition.
- V. The Interfaith Welcome Coalition provides volunteers to visit asylum seekers in detention at the Karnes and Dilly facilities. The Confidentiality Policy will be maintained for these families by IWC volunteers. Any information shared with the IWC volunteer by a family in detention will remain confidential to everyone except the attorney for the family. The IWC volunteer may also discuss visitation sessions omitting family name in counseling through the IWC Care program.
- VI. All IWC volunteers will be required to sign a confidentiality statement acknowledging that they have read this policy and agree to abide by all requirements.
- VII. Unauthorized disclosure of confidential IWC information may result in disciplinary action up to and including termination.

Lenna Baxter
IWC Co-Chair

I have read and agree to comply with the Interfaith Welcome Coalition Confidentiality Policy.

Name

Date

UNIVERSITY PRESBYTERIAN CHURCH – INTERFAITH WELCOME COALITION
ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate stand alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by University Presbyterian Church at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net.

I do _____ do not _____ authorize you to contact, through IntelliCorp Records, Inc., *my current employer for Employment and Reference Verifications. (Checking “I do” will authorize inquiries to the Human Resources Department and to any listed supervisors.)* I also consent to have any legally required notices sent electronically.

Printed Name

Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under the age of 18)

Date

PERSONAL DATA

<hr/> Last Name	<hr/> First Name	<hr/> Middle Name
<hr/> Current Address		<hr/> Dates Lived Here
<hr/> Date of Birth	<hr/> Other Names Used (including maiden name)	<hr/> Years Used
<hr/> Social Security Number	<hr/> Driver's License #	<hr/> DL State
<hr/> Email address (may be used for official correspondence)		

Please note, UPC/IWC uses IntelliCorp Records, Inc. for volunteer screening only and requests only social security verification and criminal history information when conducting these searches.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent.

However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>



November 1, 2017

SUBJECT: MEDIA RELATIONS

This policy establishes procedures for communication and contacts with news and media organizations, their representatives, and individual freelance writers or producers.

A primary objective of media relations is the preservation and protection of the rights of the asylum seekers and at-risk immigrants we serve. Proper media contacts will reinforce the quality reputation of the Interfaith Welcome Coalition and provide the public with information concerning the programs and opportunities offered by the IWC.

Definitions:

“News and entertainment media organizations” include radio, television, newspapers, magazines, newsletters and/or computer on-line information services with the potential for wide dissemination and influence.

“Leadership Team” is the group of individuals who provide strategic planning and guidance of the Interfaith Welcome Coalition. A list of these individuals and contact information will be provided.

Guidelines:

1. All official contact with representatives of news organizations or media shall be orchestrated by the Leadership Team of the IWC.
2. IWC volunteers who are approached by the media should refer all contacts to a member of the Leadership Team for assessment.
3. Pictures for media purposes should not be taken of women and children served by the bus station ministry and airport ministry unless approved by the Leadership Team.
4. In emergency situations, volunteers should make every effort to protect the privacy of the families we serve and refer media requests to the Leadership Team.
5. Volunteers are encouraged to express their opinions to the media concerning all matters. However, in order to avoid any inference that they are representing the IWC in their views, volunteers must clearly present their opinions as their own and not identify themselves as IWC volunteers.

Lenna Baxter
IWC Co-Chair