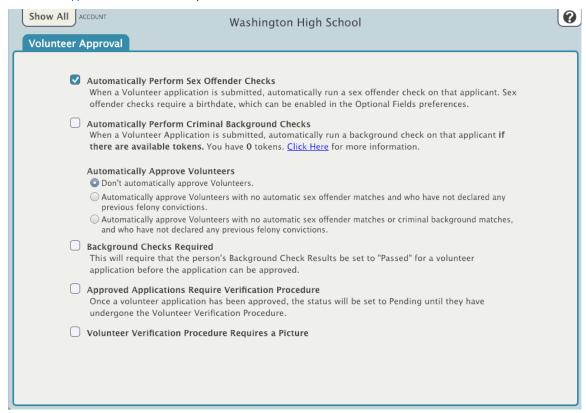# Volunteer Approval Preferences

Choose how Volunteer Applications are handled and processed.



## Automatically Perform Sex Offender Check

When checked, KeepnTrack will perform a Sex Offender Check for every Volunteer Application when it is submitted. Note: In order to perform Sex Offender Check a birth date is required.

## Automatically Perform Criminal Background Check

When checked, KeepnTrack will perform a Criminal Background Check on every Volunteer Application submitted, provided there are available tokens and a birth date has been entered.

## Automatically Approve Volunteers

- **Don't automatically approve Volunteers**. All volunteer records go through Volunteer Application Management.

- **Automatically approve Volunteers with no automatic sex offender matches**. If Sex Offender Checks are run automatically, and there are no potential matches on a submitted application, the application will be automatically approved.

- **Automatically approve Volunteers with no automatic sex offender or criminal background matches.** If Sex Offender Registry and Criminal Background Checks are run automatically, and there are no potential matches on a submitted application, that application will be automatically Approved.

## Background Check Required

When checked, this will require that the person's Background Check Results be set to "Passed" for a volunteer application before the application can be approved.

## Approved Applications Require Verification Procedure

When checked, this will require that approved Volunteer Applications will be set to Pending until they have undergone a final Volunteer Verification Procedure.

## Volunteer Verification Procedure Requires a Picture

When checked, this requires that all applications requiring verification must have a picture.