

Volunteer Approval Preferences

Choose how [Volunteer Applications](#) are handled and processed.

The screenshot shows a web interface for 'Washington High School' with a 'Volunteer Approval' tab selected. The interface includes a 'Show All' button and an 'ACCOUNT' link. The main content area contains several settings:

- ☒ **Automatically Perform Sex Offender Checks**
When a Volunteer application is submitted, automatically run a sex offender check on that applicant. Sex offender checks require a birthdate, which can be enabled in the Optional Fields preferences.
- ☐ **Automatically Perform Criminal Background Checks**
When a Volunteer Application is submitted, automatically run a background check on that applicant if there are available tokens. You have 0 tokens. [Click Here](#) for more information.
- Automatically Approve Volunteers**
 - ☒ Don't automatically approve Volunteers.
 - ☐ Automatically approve Volunteers with no automatic sex offender matches and who have not declared any previous felony convictions.
 - ☐ Automatically approve Volunteers with no automatic sex offender matches or criminal background matches, and who have not declared any previous felony convictions.
- ☐ **Background Checks Required**
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**
Once a volunteer application has been approved, the status will be set to Pending until they have undergone the Volunteer Verification Procedure.
- ☐ **Volunteer Verification Procedure Requires a Picture**

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.