



## Electee Packet Checklist - Winter 2016

Tau Beta Pi MI-G

Make sure your packet has all of the following items:

1. Information Sheet
2. Electee Requirements & Deadlines
3. Character Evaluation
4. Electee Exam
5. Ann Arbor Public Schools Background Check
6. Service Project Descriptions

If you are missing something, stop by the office (1226 EECS) or visit the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)). Also, feel free to contact the Vice President ([tbp.vicepresident@umich.edu](mailto:tbp.vicepresident@umich.edu)).

Sign up for **interviews** and **create a website profile** at: [tbp.engin.umich.edu](http://tbp.engin.umich.edu)

Fill out the short information survey here: [goo.gl/tQ3FWF](http://goo.gl/tQ3FWF)

## Office Hours - Winter 2016

Please come visit us at our office hours located in the bullpen (1226 EECS). We can answer any questions and help you with your electee exam.

Time	Monday	Tuesday	Wednesday	Thursday
10:30-11:30	Morgan Chencinski	Jingxuan Liu	-	-
11:30-12:30	Kallen Schwark	Ethan Pacheck	Rachel Neumann	-
12:30-1:30	Alyssa Woo	-	-	-
1:30-2:30	Gunseli Onder, Shruthi Chandra	Lauren Liebman	Pranav Khambete	Alexa Cichon
2:30-3:30	Jon McCormick	Phillip Yang	Stephanie Miller	-
6:30-7:30	Clark Teeple	-	D'Arcy Cook	David Martel

# Information Sheet - Winter 2016

Tau Beta Pi MI-G

## Important Dates

### January

12	First Actives	6:30 pm	1013 Dow
19	First General	6:30 pm	1013 Dow
26	New Initiatives	6:30 pm	1013 Dow
29	Interviews	All Day	DC*

### February

1	Interviews	All Day	DC*
2	Second General	6:30 pm	1013 Dow
2	Interviews	All Day	DC*
9	Second Actives	6:30 pm	1013 Dow
16	Third General	6:30 pm	1013 Dow
23	New Initiatives	6:30 pm	1013 Dow

### March

3	New Initiatives	6:30 pm	1013 Dow
8	Fourth General	6:30 pm	1013 Dow
15	Third Actives	6:30 pm	1013 Dow
22	New Initiatives	6:30 pm	1013 Dow
29	Elections	6:30 pm	1013 Dow

### April

5	Fifth General	6:30 pm	1013 Dow
12	New Initiatives	6:30 pm	1013 Dow
16	Initiation	4:00 pm	On Campus
16	Banquet	5:30 pm	Location TBD

\* - Duderstadt Connector Conference Rooms

## Officers

### Executive Committee

President	Jonathon McCormick	jdmccorm
Vice President	Morgan Chencinski	chencmor
Graduate Student Vice President	Ethan Pacheck	epacheck
Secretary	Alyssa Woo	wooae
Treasurer	Kallen Schwark	kmschwar

### Professional Development Team

Corporate Relations Officer	Jingxuan Liu	ljxleo
External Vice President	Alexa Cichon	acichon
External Vice President	Phillip Yang	philyang

### Events Team

Service Coordinator	David Martel	damartel
K-12 Outreach Officer	Gunseli Onder	gunseli
K-12 Outreach Officer	Shruthi Chandra	shruthic
Campus Outreach Officer	Clark Teeple	cbteeple
Activities Officer	Lauren Liebman	lliebman

### Chapter Team

Chapter Development Officer	Rachel Neumann	rlneu
Membership Officer	D'Arcy Cook	cookdarc
Publicity Officer	Stephanie Miller	smmil
Historian	Pranav Khambete	pranavsk

## Advisors

Paul Kominsky	AERO	paulko	Chief Advisor
Pritpaul Mahal	EECS	pritspaul	Alumnus Advisor
Mike Hand	EECS	mikehand	Alumnus Advisor
Kyle Lady	EECS	kylalady	Alumnus Advisor
Laura Kruger	BME	krulaura	Alumnus Advisor
Eric Harper	MSE	harperic	Grad Student Advisor
Ethan Stark	EECS	emstark	Grad Student Advisor
Kelsey Hockstad	ME	kelshock	Grad Student Advisor
Michael Benson	EECS	mlbenson	Grad Student Advisor
Sylvia Domanico	NERS	domansyl	Grad Student Advisor
Max Olender	BME	molender	Grad Student Advisor

## General Information

### TBP Office

1226 EECS  
(734) 615-4187

### Email

tbp.officers@umich.edu

### Website

tbp.engin.umich.edu





# Electee Requirements - Winter 2016

Tau Beta Pi MI-G

The following is a list of the requirements to join Tau Beta Pi MI-G

## I. Attend all of the required meetings.

If you cannot attend a meeting email the Vice President at [tbp.vicepresident@umich.edu](mailto:tbp.vicepresident@umich.edu), look over a copy of the meeting's agenda at [tbp.engin.umich.edu](http://tbp.engin.umich.edu), and make up the meeting with one hour of service. All meetings, except for Elections, may also be made up with one social or professional development credit.

- i. First General on January 19 at 6:30pm in 1013 Dow
- ii. Second General on February 2 at 6:30pm in 1013 Dow
- iii. Third General on February 16 at 6:30pm in 1013 Dow
- iv. Fourth General on March 8 at 6:30pm in 1013 Dow
- v. Elections on March 29 at 6:30pm in 1013 Dow
- vi. Fifth General on April 5 at 6:30pm in 1013 Dow
- vii. Initiation on April 16 at 4:00pm on campus
- viii. Banquet on April 16 at 5:30pm, Location TBD

## II. Complete 18 total hours of service projects.

These include the 5 hours that we recommend you to complete by Second Actives (February 2<sup>nd</sup>) and the 10 hours that are required by Third Actives (March 15<sup>th</sup>). These hours include the 3 required hours at an approved K-12 event, and 1 required hour of tutoring/flyering. The remaining 14 hours can be satisfied through any activities of your choice. You may do a maximum of 5 independent hours of service (hours not associated with Tau Beta Pi) provided you show adequate proof of your involvement, and that the hours do not count for another society. Signing up for a service project is a commitment to attend; you must un-sign up at least 24 hours in advance or you will have to complete an extra hour of service projects. Sign up for service projects at [tbp.engin.umich.edu](http://tbp.engin.umich.edu).

### i. Volunteer for one hour of TBP tutoring/flyering.

Our tutoring service pairs students interested in receiving tutoring (mainly for intro-level classes) with qualified TBP tutors. TBP tutors will meet with the student several times throughout the semester and receive service hour credit for the hours they have spent tutoring as verified by the student. If you do not feel like you can commit to tutoring a student for a whole semester, you may complete this requirement by helping to post flyers about TBP tutoring for an hour. Sign up for tutoring at [tinyurl.com/TBPTutoring-W16](http://tinyurl.com/TBPTutoring-W16). Sign up for flyering at [tinyurl.com/TBPFlyering-W16](http://tinyurl.com/TBPFlyering-W16).

### ii. Participate in at least one approved K-12 Outreach event.

Each electee must participate in at least one approved K-12 Outreach event for a minimum of 3 hours as determined by the K-12 Outreach Officers. The three types of events that can count to fill this requirement are Cub Scouts Day, Science Olympiad Volunteering or any of the MindSETs. Any leftover hours from these events will count towards the minimum requirement for service hours. The MindSET sessions will be posted on the website in the Events List. Cub Scouts Day will take place on March 13<sup>th</sup>. Science Olympiad volunteering sessions are Wednesdays from 2:30 to 5:00. You must turn in an Ann Arbor Schools background check form and complete the Boy Scouts of America Youth Protection Training in order to interact with youth while volunteering at any of the K-12 approved events. The background check form should be turned in by **February 2<sup>nd</sup>** at the latest. We will be offering the Boy Scouts Youth Protection Training at the end of Second General. If you cannot attend Second General, you can complete it online and send your certificate from the online training to David Martel ([damartel@umich.edu](mailto:damartel@umich.edu)) by **February 2<sup>nd</sup>**. See the "Forms for Working with Minors" page of the electee packet for further details.

**III. Attend Part I and Part II of the Character Interview.**

You will complete an Electee Interview Questionnaire regarding exemplary character and submit your answers, along with a copy of your resume, to the website by **Wednesday, January 27<sup>th</sup> at 11:59 pm**. The interview questionnaire can be found under Electee Resources on the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)). Your resume should be submitted to your website profile. You will then attend two interview shifts with current actives in the Duderstadt Connector Conference Rooms on January 29<sup>th</sup>, February 1<sup>st</sup>, or 2<sup>nd</sup>. You must sign up for a Part I and a Part II of the interview, which are connected events on the website. Each interview part should last about 25 minutes and starts no later than 5 minutes after start time (to allow for travel time from classes), which will require a total commitment of 1 hour. **Sign up for your interview on the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)).**

**IV. Complete and submit the electee exam.**

Hand in the electee exam, which tests your knowledge of the history of TBP and our chapter. We encourage you to work on it together! It is not meant to be stressful. Feel free to drop by office hours to ask officers for answers. Please don't ask for answers via e-mail — we want to get to know you! **Turn in the completed exam at the TBP Office (1226 EECS) or at meetings.**

**V. Interview six fellow Tau Bates.**

The interviews are to get to know your fellow members in Tau Beta Pi a little better. These interviews should be casual. At least two of the people interviewed must be active members. Think of 6 creative questions to ask members — no mundane questions will be accepted (“What is your favorite color?”). The questions may be typed, but answers must be hand-written by you, not your interviewee. To encourage personal interaction, interviews should be done in person, so no e-mail interviews. Please have your interview subject sign the sheet afterwards. **Turn in interview questions and answers at the TBP Office (1226 EECS) or at meetings.**

**VI. Attend a total of at least two TBP social or professional development events.**

Social events include IM sports, TG's, movie nights, game nights, intersociety events, etc. Professional development events include corporate information sessions. Sign up for social and professional development events at [tbp.engin.umich.edu](http://tbp.engin.umich.edu).

**VII. Attend at least two Electee Team activities.**

You must attend at least two Electee Team activities with at least half of your Electee Team present. You must make a team dessert and Yell for a competition during Fifth General (you will receive more information about this later).

**VIII. Pay a one-time membership fee of \$90.**

A one-time fee to be a member of Tau Beta Pi, which pays for electee supplies, the banquet, your bent, your certificate, your lifetime membership, etc. given to the Treasurer, Kallen Schwark. Checks should be made out to Tau Beta Pi. Cash is also accepted.



# Electee Deadlines - Winter 2016

Tau Beta Pi MI-G

The following requirements must be completed on or before the dates listed.

## I. First General - January 19

- i. Fill out a brief questionnaire at <http://tinyurl.com/tbp-electee-survey>.
- ii. Create a website profile at: [tbp.engin.umich.edu](http://tbp.engin.umich.edu).

## II. Interview Questionnaire and Resume - January 27

- i. Complete the Electee Interview Survey, located under Members → Electee Resources on the website and submit your resume to your website profile by Saturday, January 27<sup>th</sup> at 11:59 pm.

## III. Interviews - January 29, February 1, & 2

- i. Attend Part I and Part II of the character interview in the Duderstadt Connector Conference Rooms (sign up on the website). Bring the completed AAPS Administrative and Human Resources Services Volunteer Certification Form.

## IV. Second Actives - February 9

- i. Attend at least one TBP social event.
- ii. Attend at least one Electee Team activity.
- iii. Complete the online Youth Protection Training offered by the Boy Scouts of America. It will be offered at the end of Second General or online ([tinyurl.com/TBP-boyscoutstraining](http://tinyurl.com/TBP-boyscoutstraining)). If completed on-line, you must email David Martel ([tbp.service@umich.edu](mailto:tbp.service@umich.edu)) a copy of your certificate to receive credit.
- iv. Turn in the AAPS background check to the TBP Service Coordinator or the TBP Office (1226 EECS) if you did not bring it to your character interview.
- v. *Recommendation:* Complete at least five hours of service projects.

## V. Third Actives - March 15

- i. Complete at least ten hours of service projects.

## VI. Fifth General - April 5

- i. Pay \$90 membership fee to the Treasurer, Kallen Schwark.
- ii. Attend an Electee Team activity where you make a dessert and devise a Yell.
- iii. Complete all other Electee requirements

## VII. Initiation & Banquet - April 16

- i. Attend Initiation at 4:00pm on campus.
- ii. Attend Banquet at 5:30pm, Location TBD.



# Character Evaluation - Winter 2016

Tau Beta Pi MI-G

*Exemplary* character is one of the requisites for membership in Tau Beta Pi. In addition to being active members of the engineering community, Tau Beta Pi members must meet the **highest standards of moral character**. Our chapter will assess your character through written essays and an interview.

## Electee Interview Questionnaire:

The first component of the character assessment in Tau Beta Pi is the Electee Interview Questionnaire. You will be required to complete the questionnaire with a couple fun questions, four short answer questions, and one essay question. Please note that this questionnaire (and a copy of your résumé) are due by **Wednesday, January 27<sup>th</sup>** by submitting them through the website. The questionnaire can be found under Members → Electee Resources while your résumé should be submitted to your website profile. Submit your **essay and résumé** by **Wednesday, January 27<sup>th</sup> at 11:59 pm**.

Some of the short answer will provide you with the opportunity to share a part of your personality with us. Others will ask for your opinion on topics related to academic integrity. While not a direct question on character, any of these question will allow us to better understand you, your thinking, and grasp your personal character.

As an organization that stresses the importance of exemplary character in our electees and our active members, the essay is a **crucial** part of character assessment. This (one page) essay is a rather open-ended assignment, and we encourage you to get creative with your description. Nevertheless, exemplary character is not an arbitrary concept, and we are looking for specific evidence that you know what this important quality means. Tau Beta Pi members should meet the highest standard of moral character. The quotes on the following page may help inspire you on the subject of exemplary character, but don't limit yourself to those ideas.

The questionnaire can be found and completed under **Members** → **Electee Resources at [tbp.engin.umich.edu](http://tbp.engin.umich.edu)**. Be ready to discuss your answers during your interviews.

## Interviews:

The interview is the most important part of character assessment. Interviews will be held **January 29, February 1 & 2** in the Duderstadt Center Connector Conference rooms. You must sign up for an interview pair. The interview will take place as 2 consecutive 25 minute parts, taking up a total time of one hour. Dress is business casual — you don't need to wear a suit, but don't show up in jeans. Electees can be denied membership on the basis of a negative interview, so take the process seriously. Interviewers will review the résumé and the answers to the Electee Interview Questionnaire you submitted by **Wednesday, January 27<sup>th</sup>**. Sign up for Part I and Part II of interviews on the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)).

Interview Dates: **January 29, February 1, & 2**

**Each interview is two parts, Part I and Part II.**

Location: **Duderstadt Center Connector Conference Rooms**

Requirements: **Dress is business casual**

Sign up for Part I and Part II of interviews under "Events" at [tbp.engin.umich.edu](http://tbp.engin.umich.edu).

Submit your questionnaire answers under **Members** → **Electee Resources at [tbp.engin.umich.edu](http://tbp.engin.umich.edu)** and your résumé to your website profile by **Wednesday, January 27<sup>th</sup>**.

The interview information will be re-addressed before Second General. However, if you have any questions or scheduling issues, please contact the Vice President ([tbp.vicepresident@umich.edu](mailto:tbp.vicepresident@umich.edu)).

## Quotes about Character

**“Character, not circumstance, makes the person.”**

– Booker T. Washington, American educator and civil rights activist (1856-1915)

**“Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.”**

– Abraham Lincoln, 16th U.S. president (1809-1865)

**“It is with trifles, and when he is off guard, that a man best reveals his character.”**

– Arthur Schopenhauer, German philosopher (1788-1860)

**“Weakness of attitude becomes weakness of character.”**

– Albert Einstein, Swiss-American mathematician and physicist (1879-1955)

**“Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved.”**

– Helen Keller, American author, activist and lecturer (1880-1968)

**“When the character of a man is not clear to you, look at his friends.”**

– Japanese Proverb

**“The right way is not always the popular and easy way. Standing for right when it is unpopular is a true test of moral character.”**

– Margaret Chase Smith, American Senator (1897-1995)

**“The best index to a person’s character is (a) how he treats people who can’t do him any good, and (b) how he treats people who can’t fight back.”**

– Abigail Van Buren, American columnist (1918-2013)



## Forms for Working with Minors - Winter 2016

Tau Beta Pi MI-G

The University of Michigan, Ann Arbor Public Schools, and the Boy Scouts of America require anyone volunteering with children to complete background checks. This means that in order for anyone to volunteer and interact in any way with youth at TBP Events, he or she must complete a background check form. The form is attached to this sheet. Please fill out the form and turn it in to the Service Coordinator, David Martel ([tbp.service@umich.edu](mailto:tbp.service@umich.edu)) as soon as possible. You can also turn it in during Second General, at the TBP office (1226 EECS), or at your interview. **You must turn them in by February 2<sup>nd</sup> in order to volunteer with youth at MindSET or Cub Scout Day.** If you are unable or unwilling to complete the form and submit to the background check, participation at K-12 events will be limited to roles that ensure non-interaction with youth.

The University of Michigan requires that all individuals volunteering with minors also complete training. To fulfill this training requirement, Tau Beta Pi is requiring members to complete Youth Protection Training, offered through the Boy Scouts of America. This training will be offered in-person at the end of the Second General meeting (register on the website), and can also be completed online. The online version takes around 24 minutes to complete and can be found at [myscouting.org](http://myscouting.org). You will need to create an account before proceeding to take the training online, and after completing online training, you must save your certificate as a PDF document and send it to the Service Coordinator ([tbp.service@umich.edu](mailto:tbp.service@umich.edu)). **Participation in the in-person training or the submission of your PDF certificate, proving that you have completed the online training, should be completed by February 2<sup>nd</sup>.**

If you have any questions about the background check or training, or if you do not wish to complete the AAPS background check, please contact the Service Coordinator, David Martel ([tbp.service@umich.edu](mailto:tbp.service@umich.edu)).

To summarize, please have the following done by their respective due dates\*:

1. Ann Arbor Public Schools background check due by **February 2<sup>nd</sup>** at the latest to the TBP Service Coordinator or the TBP Office (1226 EECS).
2. Boys Scouts of America Youth Protection Training (YPT) in-person participation (with registration) or online training certificate due **February 2<sup>nd</sup>** to the TBP Service Coordinator ([tbp.service@umich.edu](mailto:tbp.service@umich.edu)).

\*If you miss any of these deadlines but wish to participate in events involving youth, you may contact the TBP Service Coordinator to check if there is enough time to complete the background check prior to the event.





## Service Project Descriptions - Winter 2016

Tau Beta Pi MI-G

The following projects and descriptions are examples of some of the service projects that our chapter has carried out in the past. Because the actual list of service projects that will be done this semester will likely change over the course of the semester, we cannot provide you with a definitive calendar of service projects. However, this list should give you a good sense of the different types of service projects that we undertake. If you see an event you'd like to participate in that hasn't been scheduled, you may also take the lead on it yourself. If you are interested please contact David Martel ([tbp.service@umich.edu](mailto:tbp.service@umich.edu)); it is never too early to start getting involved in leadership. Note that the list below is only a taste of the service projects we have carried out.

**Adopt-A-Highway:** MDOT created Adopt-A-Highway in 1990 to improve the beauty of our highway road-sides with community help. With the help of 6-12 TBP members, we clean a stretch of Fuller Road near North Campus.

**Arb Restoration:** If you like the outdoors, this project is for you! We help to keep the Nichols Arboretum the beautiful place it is by clearing out dead trees, picking up litter, and performing assorted groundskeeping tasks. Previous projects have included maintenance and re-routing of the stream that runs through it, planting, and various other types of light outdoor work.

**Book Swap:** TBP organizes this COE-wide event to help students buy and sell used books. First, students can bring in their used books and set their asking price. Next, other students stop by to peruse our selection and purchase used books. Project leaders should ideally be in Ann Arbor a week or two before school starts to set this up.

**Botanical Gardens:** The University of Michigan has its very own Matthaei Botanical Gardens that houses exotic plants from around the world. Volunteer opportunities range from planting/maintaining the gardens to administrative work.

**Cancer Center:** The U-M Comprehensive Cancer Center provides its patients diagnostic, treatment, and support services in a collaborative environment. Past projects include putting together patient information packets for clinics and preparing Valentine bags of homemade cards and candy for patients.

**Cub Scouts Day:** Cub Scouts Engineering Day is a TBP-organized event for local Cub Scouts troops to receive their engineering badges. Activities include bridge building, egg drop, circuits, and floor plan. Volunteers are needed to help run these stations and to lead groups of Cub Scouts through the stations.

**Diag Clean-up:** Work with fellow TBP members to help clean the North or Central campus Diag and its surrounding areas.

**Food Gatherers Soup Kitchen:** Food Gatherers help prepare a warm meal, serve it, and clean up afterwards at the Delonis Center in Ann Arbor, which temporarily houses approximately 90 homeless people and serves regular meals to the community that have trouble making ends meet. This project directly benefits certain members of the Ann Arbor community that need food.

**Food Gatherers Warehouse:** Food Gatherers collects surplus food from businesses around the community to alleviate hunger. Volunteers are needed to help out at Food Gatherers' warehouse with activities including cleaning the warehouse and sorting and packaging food.

**Habitat for Humanity:** Habitat for Humanity seeks to eliminate poverty housing and homelessness and has built more than 300,000 houses around the world. This is a great hands-on activity where we help build a local house for a family in need. NO experience is necessary. Experienced builders will help you and tell you exactly what to do.

**Hands-On Musuem:** The Ann Arbor Hands-On Museum aims to inspire people to discover the wonder of science, math and technology. Have fun with kids while learning cool science facts! Past events include helping children make their own microbes, exploring unique musical instruments, and celebrating DNA day.

**KnitWits:** KnitWits helps the less fortunate during the cold winters by creating warm clothes from donated material. We sew together scraps of fleece to make mittens, hats, and scarves for the homeless here in Ann Arbor. No experience is necessary; instructions and materials all provided!

**Leslie Science Center:** The Leslie Science and Nature Center, situated on 50 acres of fields, woods and prairie in the heart of Ann Arbor, focuses on the public education of science and conservation. It has nature trails, a Critter House, and a solar-powered Nature House. Help them prepare for one of their biggest activities - Animal Haunts! Volunteers are need for clearing trails, creating a maze in the prairie, carving pumpkins, etc.

**Neutral Zone:** This local teen center is a hangout place for high-school-aged youth in Ann Arbor that offers ongoing programs such as Volume Youth Poetry, Break Dancin' Basics, Youth Owned Records, Rebel Grrls Music Project, The Mentor Program, and Drop-in Tutoring. Previous projects include preparing a full dinner for the teens and helping with a mailout for a musical event.

**Recycle Ann Arbor:** Recycle Ann Arbor's ReUse takes donations of reusable material such as furniture, housewares, and lumber, and then resells them to the public or donates to other non-profit organizations. Volunteers are needed to maintain the center; tasks include sorting materials, making displays, cleaning, and some outdoor work.

**Sequoia Place:** TBP has paired up with HKN go to a local retirement home (Sequoia Place) on alternating weeks to help the residents with technical support for 2 hours (Word, GMail, stereos, etc).

**U of M Environmental Health Department:** This department is dedicated to managing the local environment at U of M. This project typically consists of clearing invasive plant species from the North Campus woods.

**Washtenaw Science Fair:** The 53rd Annual Southeast Michigan Science Fair is sponsored by the University of Michigan and Washtenaw Community College in cooperation with public and private schools in the five county regions. Projects are submitted by students from grades 6 through 12. Volunteers will judge a set number of science fair projects. Dinner is provided! Transportation will be arranged for those who need it.



**ANN ARBOR PUBLIC SCHOOLS  
ADMINISTRATIVE AND HUMAN RESOURCE SERVICES  
VOLUNTEER CERTIFICATION FORM**

Dear Volunteer,

Thank you for agreeing to volunteer at \_\_\_\_\_. Your contribution of your valuable time is a special gift. You are contributing to the Board of Education's top goal of student achievement.

The safety of students, staff, volunteers, and guests in our buildings is a top priority of AAPS. The Board has developed policies to help ensure the safety of all who interact with students and staff. All AAPS employees and unsupervised volunteers are required by Board Policy, 7350 to undergo a criminal background check. The AAPS uses the I-Chat (Michigan State Police) system to perform background checks. All information gathered through the background check is confidential.

**Please complete the following:**

Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Date of Birth \_\_\_\_\_ Alias \_\_\_\_\_

Gender **M F** State \_\_\_\_\_

Ethnic: African American\_\_\_\_ American Indian\_\_\_\_ Asian\_\_\_\_ Hispanic\_\_\_\_ White\_\_\_\_ Middle Eastern\_\_\_\_ Other\_\_\_\_

Pursuant to Public Act 68 of 1993, I represent that (check one):

1. I have never been convicted of or pled guilty or nolo contendere (no contest) to any crimes.
2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes: *(Use other side of this form, if necessary, to explain nature of conviction, date and court.)*

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_

Pursuant to Public Act 68 of 1993, I understand and agree that:

- The Board of Education of the school district or governing body of the non-public school (the "School" must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police.
- Until that report is received and reviewed by the School, I am not able to volunteer; and
- **If the report received from the Department of State Police is not the same as my representation(s) above, respecting either the absence of any violation(s) or any crimes of which I have been convicted, I shall not be permitted to volunteer for Ann Arbor Public Schools.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**THE INFORMATION PROVIDED ON THIS DOCUMENT WILL REMAIN CONFIDENTIAL AND BE HELD AT THE AAPS HRS OFFICES 2555 S. STATE, ANN ARBOR, MI 48104**