



# Sharing Your Background Check with DIHQ

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This document is intended for use by Team Managers or other volunteers required to obtain a Background Check per Destination Imagination's Youth Protection Policy. All Team Managers are required to clear a Background Check through Sterling Volunteers before they begin working with a team. Team Managers will not be able to access Challenge materials or register for a tournament until their Background Check has been processed.

If you are a Team Manager who has recently cleared a Background Check, you may not have to repeat the process to volunteer with Destination Imagination. Use this document to determine if your previous Background Check is acceptable and how to share your data with Destination Imagination.

## How do I know if my Background Check is acceptable?

**For U.S. Team Managers:** Your Background Check is acceptable for use with Destination Imagination if it meets the following criteria: 1) it was processed by Sterling Volunteers within the last 12 months, and 2) it is a Level 3 Complete Check. Both criteria must be met for your Background Check to be considered.

**For Team Managers outside the U.S.:** The criteria for Background Checks will vary based on your location. Sterling Volunteers accepts a limited amount of Background Check results from outside of the United States. Please [contact your Affiliate Director](#) for the most up-to-date information.

## How do I share my results with Destination Imagination?

If your previous Background Check meets the criteria listed above, you can share your results with Destination Imagination using the following steps:

**Step 1: Log in to your Sterling Volunteers account.** Visit [sterlingvolunteers.com](http://sterlingvolunteers.com) to get started. You will enter the same login information you used to get your previous Background Check.

**Step 2: From your profile, select "Find organization and share my background check".** On the "My Profile" page, you will see a screening checklist on the right side of your screen. If you've already completed a Background Check, the first two items on the list should be checked off. The third item on the list is a link reading "Find organization and share my background check" - click there.

**Step 3: Select "Destination Imagination HQ" to receive your Background Check data.** In the search field, enter "Destination Imagination HQ" and hit the orange Search button. Click on the Share My Check button.

**Step 4: Let us know your results are on the way!** Email [volunteer@dihq.org](mailto:volunteer@dihq.org) with your name and the date your Background Check results were shared. That will help us make sure you get access to the Resource Area as soon as possible.

## Questions?

If you have questions, please contact us at [volunteer@dihq.org](mailto:volunteer@dihq.org).

If you have any issues with the submission process on the Sterling Volunteers website, please reach out to their service team at [TheAdvocates@sterlingvolunteers.com](mailto:TheAdvocates@sterlingvolunteers.com).