

First Presbyterian Church of Conroe
2727 N. Loop 336 West
Conroe, Texas 77304
[DATE]

[FULL NAME & ADDRESS OF VOLUNTEER]

Dear [FIRST NAME, OR MR/MRS/MS + LAST NAME]:

The First Presbyterian Church of Conroe ("FPCC") is so pleased that you have volunteered your services to this church!

Because of the nature of the volunteer work you have expressed interest in doing for us and are being considered for, it is necessary for you to satisfactorily complete a background check.

We do not check credit scores, but the background investigation will consist of:

- Social Security number confirmation.
- Criminal background investigation.
- If you will be driving as part of your volunteer activities, a DMV check will be included.

All information related to these items needs to be disclosed on the enclosed *Volunteer Confidential Information Form & Consent to Conduct Background Investigation*. If the results of the background check are unsatisfactory to FPCC, or it is found that you falsified or did not disclose relevant information on your *Volunteer Application* and the *Candidate Information Form & Consent*, we unfortunately will not be able to utilize your volunteer services (or continue your current volunteer association if you are already working with FPCC).

Please complete the legally required *Volunteer Information Form & Consent* and return it to the FPCC Church Administrator, Donna Senecal, promptly so that your background check can be initiated as soon as possible. The other enclosed form, *Notice to Volunteer/Volunteer Applicant Regarding Background Investigations*, is for you to retain with your records.

Thank you so much for your interest in providing volunteer services to the First Presbyterian Church of Conroe!

Sincerely,

Rev. Dr. David H. Green
Senior Pastor, Head of Staff
936-756-8884

Enclosures (2):

Notice to Volunteer/Volunteer Applicant Regarding Background Investigation
Volunteer Confidential Information & Consent to Conduct Background Investigation