

**If you plan to return for the September 2005 membership year, it is mandatory that you complete and return the following by May 4, 2005:**

**Application and consent form.** The consent form requires information including date of birth and social security number so the background check can be completed. This portion of the form will be held in strict confidentiality and will be destroyed once the background check is completed.

**Enclose the \$5.00 fee with your application.** This covers the cost of the background check. Please do not send cash through the mail. Checks can be made payable to "Girl Scouts of Southeastern Pennsylvania".

**Three reference checks (postage paid cards are enclosed).** Please forward the postage paid reference forms to 3 people who can provide a reference regarding your ability to supervise and work with children. It will expedite the process if you enclose the completed reference cards with your application, however they can arrive separately if needed.

*A postage paid envelope is enclosed.*

**If you have criminal background check and child abuse clearance documents that have been completed within the past year, then you can enclose them with your application.** A new clearance check is not needed in this case.

You will be notified if there is a concern with your application. We encourage you to read the enclosed FAQ sheet for more information. Please speak with your Membership Services Manager if you have any questions or contact the council office at 215-564-4657.

If you are not planning to return as a Girl Scout Volunteer in September, please notify your Membership Services Manager or Service Unit Manager by May 4.

It is important in the future that our new volunteer screening policy and process is communicated to those who have an interest in becoming a Girl Scout volunteer, *before* they assume a position and *before* they assume any responsibility. GSSP volunteers have always had an active role in recruiting new volunteers to work with girls. We trust that you will assist us with the implementation of this policy. Should a new volunteer candidate have questions, please encourage her/him to contact the council office or the service unit manager and membership services manager for your area.

Thank you for your commitment to a safe environment for all girls.

Sincerely,



Karen Sommers  
Chair, Board of Directors

Encl.

cc: Council Staff, Service Unit Managers, Council Trainers