

## **FREQUENTLY ASKED QUESTIONS:**

### ***Why do I need to complete this?***

GSSP is committed to a safe environment for all of our girl members. Many other youth groups, churches and sports leagues require a criminal background check for volunteers. The 4500 adult volunteers in GSSP have an impact on the development of girls. The volunteer screening process including background checks is one additional step to ensure their safety.

### ***Who needs to complete the application and background check?***

All adult volunteers who work directly with girls on a regular basis. This includes all leaders, co-leaders, assistant leaders, troop committee members, troop cookie managers, Be a Reader managers, parents or other adult helpers who volunteer at troop meetings, trips and overnight events.

This will also include Service Unit Managers and Service Team Members, Service Unit Cookie Managers, Trainers and Site Directors.

### ***Do I need to complete the screening process and register as a Girl Scout member if I am an occasional parent helper who helps at one or two troop meetings or events per year?***

No, but parents who assist at meetings or events on a regular basis (more than 3 times per year) or parents who are attending an overnight with a troop, must complete the volunteer application and required background checks and register as a member of Girl Scouts.

### ***What if I do not want to provide the required information?***

We appreciate your time and effort, however we feel strongly that this policy will help us to provide a safe experience for girls and is required for all volunteers who want to work directly with girls. If a person chooses not to provide the necessary information for the screening process, then she/he will not be appointed as a Girl Scout volunteer.

### ***What is the cost?***

The cost is \$5.00 per person and covers the cost to run the clearance for both criminal background and child abuse screenings. Payment in cash or check must accompany the application. Please only send checks through the mail, payable to Girl Scouts of Southeastern PA.

### ***How will the screening be done?***

Volunteer candidates will complete a volunteer application and consent form. The consent form provides a space for social security number and birth date. The forms are submitted in person to the council representative or mailed in the envelope provided. Once received at the council office, a designated staff member will submit the information to Intellicorp. The results can take 3 to 7 days for return and the volunteer candidate will be notified.

### ***What will be done with the information on my application, consent form and report?***

Once received at the council office, the designated staff member will submit the information to Intellicorp. Once the screening is completed, the portion of the consent form that contains the social security number and birth date will be destroyed. The volunteer application will be filed in a central file.

### ***Can I provide the clearance information if it was already completed by another organization.***

Yes, you can submit a copy of certificates that were completed within one year of the date of the Girl Scout application. A copy of both a criminal background check and child abuse clearance is required.

### ***What if there is something in my past that I am concerned may show up on a report?***

You may request to speak with a council staff member prior to the submission of your application to discuss any pertinent information or concerns that you may have. There may be situations that occurred in an applicant's past that do not preclude him/her from volunteering with Girl Scouts. Those situations will be reviewed on an individual basis.

### ***Can I start with a troop and attend orientation/training while I am waiting for the clearance to return?***

No, the first step in the process is to complete the application, consent form and references. Once the candidate is notified that he/she is approved to work with a troop, then he/she can register for orientation. Once the orientation is complete, the volunteer will receive troop supplies and can begin to work with the troop/group or event.

### ***Do I need to attend Orientation if I am just a parent helper or helping at an event?***

At least two adult leaders from a troop must attend orientation prior to beginning a troop. We encourage troop committee members and parent volunteers to attend as well but it is only required for the two primary leaders for the group.