

## VOLUNTEER APPLICATION PROCESS/INSTRUCTIONS

### PURPOSE OF BACKGROUND/CREDIT CHECK

In an effort to ensure the safety of our girl and adult members, effective August 13, 2010, Girl Scouts of Central Maryland (GSCM) requires volunteers in select positions to complete a Volunteer Application and Background/Credit Check Consent form (03-323). There will be a **\$5.00 administrative fee** for all applications received. The administrative fee is non-refundable and covers the cost to process the application and criminal background/credit check and is valid for three years from the date of initiation. The objective of the application process and background/credit check is to provide parents with peace of mind knowing their children are provided a safe and positive environment. While no screening can grant absolute assurances, knowing and individual's criminal/credit history can provide greater certainty that an individual with a history of inappropriate behavior will not have access to our youth.

Below is a list of volunteer positions available within GSCM. Please review the list to see if your position requires a background/credit check:

Position or Title	Department	Required
* Council Supported and Council Directed Day Camp Volunteers	Outdoor Programs	Yes
Assistant Troop/Group Leader	Membership	Yes
Community Liaisons	Membership	No
CPR/First Aid Instructors	Outdoor Programs	Yes
Event Director/Chair	Membership	Yes
Interest Group Coordinator	Membership	Yes
Office Assistants	Volunteer Services	No
Program Assistants-Stipend	Programs	Yes
Program Consultants-Stipend	Programs	Yes

Public Relations	Communications	No
Secretary	Membership	No
Service Unit Booth Sale Coordinator	Product Sales	No
Service Unit Cookie Manager	Product Sales	Yes
Service Unit Manager	Membership	Yes
Service Unit Registrar	Membership	Yes
Service Unit Treasurer	Membership	Yes
Share Coordinator	Membership/Communications	No
Special Skills Consultant	Communications	No
Sponsor	Membership	No
Trainers/Workshop Coordinators	Volunteer Services	No
Troop Consultant	Membership	No
Troop Cookie Manager	Product Sales	Yes
Troop Group Helper	Membership	No
Troop Organizer/Recruiter	Membership	No
Troop/Group Committee Member	Membership	No
Troop/Group Coordinator	Membership	No
Troop/Group Leader	Membership	Yes

\* Any employed staff including Council Supported and Council Directed Day Camp Volunteers must complete the staff background check procedure.

## **POLICY**

Based on Maryland Family Law Article (Section 12.15.02.07), any persons convicted of or having open charges for any of the forty-one criminal offenses found in the Criminal Justice Information System shall be prohibited from volunteering in any capacity in with girl members.

## **CONFIDENTIALITY**

The social security number and date of birth of applicants shall be used ONLY for ensuring an accurate criminal background/credit check. The information given will be held in the strictest confidence by authorized council staff. The background and credit check, conducted by LexisNexis includes criminal record searches of convictions, arrests, court records, inmate records, motor vehicle, credit history, and sex offender registries. Within 3 – 5 business days

GSCM will receive notification by LexisNexis of the results. Once the verification process is completed your application will be processed within 10 business days.

## **PROCESSING**

Completed application packets can be hand delivered or mailed, along with payment to Girl Scouts of Central Maryland, Attention: Recruitment & Placement Services-Confidential, 4806 Seton Drive, Baltimore, MD 21215. These forms can be downloaded from our website under "volunteer resources" <http://www.gscm.org/volunteerresources/forms.html>. To ensure privacy of information, forms are to be completed on an individual basis (do not combine two or more people on one set of paperwork). Upon receipt of your completed application and consent form, your references will be reviewed and you may be contacted by staff if additional information is needed.

Once the application is approved, the volunteer will be notified of their approval through a formal letter from Girl Scouts of Central Maryland. This letter will introduce the GSCM liaison, their role in the organization and contact information. Volunteers are to contact their liaison to complete the appointment process. You may not meet with your troop/group or attend GSCM training until the appointment process is complete.

## **DENIAL/APPEAL**

In the instance where a volunteers' application is denied, the volunteer will be contacted by GSCM staff via telephone. The volunteer will also receive a letter stating the reason why the application was denied, and a copy of the background/credit check as well their rights under the Fair Credit Reporting Act. Volunteers may dispute the accuracy or completeness of any information contained in the report by contacting:

**LexisNexis Screening Solutions, Inc.**  
**Disclosure Center**  
**PO Box 10518**  
**Atlanta, GA 30348-5108**  
**1-888-203-7969**

## GIRL SCOUT MEMBERSHIP

Adult Girl Scout membership is open to those who accept the Scout Promise, accepts the Girl Scout Law, and pays annual or lifetime membership dues. Upon being approved for volunteer appointment you are required to pay the annual membership fee of \$12.00. This fee covers Girl Scouts of the USA's national program development and activity insurance. The registration forms will be sent once approved for membership.

## ORIENTATION

We encourage all new volunteers to take the online GSUSA Volunteer Orientation. This engaging online session acquaints new volunteers with Girl Scouting and the many rewarding opportunities it offers girls and adults. It ensures consistency of and solidifies the Girl Scout message and brand—one purpose, one movement.

### Session Components:

- Introduction and Welcome: provides easy to follow instructions on how to navigate the orientation course.
- About Girl Scouts: presents Girl Scout Promise and Law, history and membership requirements.
- Girl Scout Pathways: illustrates various ways that members can participate.
- Support for Volunteers: provides information and resources available to volunteers.
- Program: presents the three keys to leadership (**Discover-Connect-Take Action**) and the targeted outcomes, as well as the three processes: girl-led, learning by doing and cooperative learning.
- Learning Log and Conclusion: learners answer questions related to orientation materials and receive appreciation for participation.

\*Access Options: In an effort to provide a nationally consistent introduction to Girl Scouts, this course will be offered only in an online format only and can be accessed from any computer with internet connections.

### Steps to complete the online orientation:

1. Visit <http://training.girlscouts.org/>
2. Choose language - click on either English or Spanish
3. Enter password: discover; or descubrir (if you prefer Spanish translation) and click Login
4. Read and critically think about each section in the table of contents
5. Fill in your personal contact information.
6. Please share with your Service Unit Manager or Membership and Community Development Specialist, or other Staff.

