

Girl Scouts of Genesee Valley, Inc. Background Screening Procedures

Statement

The Girl Scouts of Genesee Valley (GSGV), Inc. is committed to providing a safe and quality program for girls in the community. In order to safeguard the girls in our care, GSGV requires that each volunteer complete a volunteer application form. This includes authorization to check the background and personal and professional references. Checking of the background is a component of GSGV's volunteer placement procedure. The criminal and sex offender background check is conducted by our vendor Intellicorp, and includes criminal records searches of convictions, inmate records, and sex offender registries.

GSGV volunteers who will be serving in the following volunteer positions will complete a background check:

- Any volunteer who has or may have leadership responsibilities for girls, such as troop and group leaders and assistant leaders.
- Board members.
- Any volunteer with financial responsibilities, including product sale and finance consultants.
- All service team members who provide leadership for other volunteers or girls.
- Please be aware this procedure also applies to employed staff.

Screening Process

To complete your background check:

1. Review and complete the authorization form, including providing your social security number and date of birth.
2. Please note that failure to complete the process or providing false information, including social security number and date of birth, may be considered justification for non-acceptance or dismissal from a volunteer position.
3. Once you complete the form, mail it to Human Resources (HR) Director, Girl Scouts of Genesee Valley, 1020 John Street W. Henrietta, NY 14586.
4. The information will be submitted to Intellicorp.
5. Background checks that find a criminal or sex offender conviction will be provided to the HR Director. If there are no convictions no report will be provided. Please note that all information received from Intellicorp will be handled in a confidential manner.
6. GSGV will review each conviction record on a case-by-case basis. Factors to be considered include, but are not limited to, the nature and severity of the crime, the relationship of the conviction to the potential assignment, and the length of time since the criminal conduct occurred.
7. Should you be disqualified, you will receive notification about the results via mail.
8. If you disagree with the results of the check, you have thirty (30) days to report the results you believe to be incorrect to Intellicorp, who is the reporting source. GSGV will rely upon the information contained in the criminal history report until a corrected report has been provided. Please contact Intellicorp directly for assistance with the correction process.

Disqualification from Volunteer Participation

The decision to exclude or limit an individual's participation as a volunteer is solely within the discretion of Girl Scouts of Genesee Valley, Inc. Factors to be considered include, but are not limited to, the nature and severity of the crime, the relationship of the conviction to the potential assignment, and the length of time since the criminal conduct occurred. The Human Resources (HR) Director and CEO will review each situation on a case-by-case basis.

Record Storage

Authorization forms and conviction reports will be stored in a locked file with access limited to the HR Director and the CEO.

Confidentiality

The council will maintain the confidentiality of all criminal background information, including information regarding disqualification decisions.

Additional information about this process may be found in the Background Check– Q & A.