

Girl Scouts of Genesee Valley, Inc.

Background Check– Q & A

Why is Girl Scouts of Genesee Valley (GSGV) doing background checks?

The Girl Scouts of Genesee Valley is committed to providing a safe and quality program for girls in the community. The safety of the girls is the most important consideration in the appointment of a volunteer. In order to safeguard the girls in our care, GSGV has developed a system for conducting criminal and sex offender background checks on volunteers.

What is the Girl Scouts of the United States (GSUSA) position on background checks of volunteers?

GSUSA in 2003 issued *Screening Guidelines for Volunteers and Employees*, including recommendations that councils have an application, references and criminal background checks on employees, troop and group leaders and assistant leaders, camp volunteers, product sale and program consultants, service team members, travel chaperones and board/committee members.

What is required and how will the information be used?

The applicant must provide their name, date of birth, and their social security number. GSGV has selected Intellicorp, a GSUSA recommended vendor, to process the background check. Intellicorp will use the information to report on the criminal and sex offender history of the individual. This report is used to determine eligibility for a volunteer position with GSGV. Your Social Security number will not be used for anything other than the background check.

Who is Intellicorp?

IntelliCorp is a leading provider of innovative decision-support products for employment and background checks. They maintain criminal records in 47 states and the District of Columbia -consisting of public criminal records from individual county courts as well as statewide sources such as the Department of Corrections. Combined with Sex Offender records, IntelliCorp is continually expanding and building this national database on a daily basis. Additionally, as an affiliate of the Insurance Services Offices (ISO), IntelliCorp has strengthened its position in the marketplace and its ability to serve the needs of every law enforcement and reporting agency in the Country. Their web site is www2.intellicorp.net.

IntelliCorp's products are being used by many of the largest companies in the retail, delivery, services, manufacturing, hotel, restaurant, property management and health care industries. They provide pre-employment, volunteer and tenant screening as well as research services nationwide. The services are restricted to legitimate businesses that have an appropriate business need for the information. All approved subscribers (like GSGV) have been carefully screened and qualified under the company's enrollment process. They are Fair Credit Reporting Act (FCRA) compliant.

What is the Fair Credit Reporting Act?

FCRA is the law, enforced by the Federal Trade Commission, designed to promote accuracy and ensure the privacy of the information used in consumer reports, including those that verify criminal or sex offender history.

What information is included in the background check?

This background check includes criminal records searches of convictions, court records, inmate records, and sex offender registries. It does not include credit checks or motor vehicle checks.

What if GSGV receives criminal history or sex offense results that indicate that I have a conviction record?

The decision to exclude or limit an individual's participation as a volunteer is solely within the discretion of GSGV. 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. GSGV will review each record on a case-by-case basis.

Who decides if I can volunteer or continue to volunteer?

The decision to exclude or limit an individual's participation as a volunteer is solely within the discretion of GSGV. The Human Resources (HR) Director and CEO will review each situation on a case-by-case basis. The CEO shall have the ultimate decision-making authority.

What if GSGV receives criminal history results that I believe are incorrect?

According to FCRA, 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.

How will my authorization form be stored?

Forms will be stored in a locked file with access limited to the HR Director and the CEO.