

Adult/Volunteer Screening Process

For All Council Areas *except Santa Clara County*

Council Policy

Before any volunteer can work directly with girls, information about girls, money, OR DRIVE with Girl Scouts in their vehicles, they must have completed the following procedures. Please mail or fax everything to the Adult Screening Specialist at the San Jose office.

Volunteer Checklist

- ❑ **Completed Volunteer Application Form.**
- ❑ **Three completed Volunteer Reference Inquiry forms.** References must be completed by a person over 18 and not related to you. *Volunteer Reference Inquiry* forms must be mailed or faxed directly to the San Jose office by the person who completed the form for you.

OR

Fingerprinting

(see instructions on this page)

Please mail or fax everything to:
Adult Development Department
Girl Scouts of Northern California
1310 S Bascom Avenue
San Jose, CA 95128-9779

Fax: (408) 287-8025

Please DO NOT send to the Registration Department.

Instructions for Completing This Packet:

Due to the volume of applicants, completeness and consistency are needed to ensure efficient processing of your volunteer paperwork. Using the following information will help speed up the process:

Each volunteer must complete and submit all required forms

on an individual basis (do not combine two people on one set of paperwork). Each volunteer must have their own complete set of paperwork to ensure privacy of information.

You will receive notification of your approval within 2 business days after your complete application and all three personal references have been received.

It is the responsibility of each volunteer to make certain all paperwork is completed and returned to the council office. To check on the status of your screening documents, contact the Adult Screening Specialist at (408) 287-4170 ext. 273 or toll-free (888) 287-4170 ext. 273 or AdultScreening@GirlScoutsNorCal.org

Name and/or address changes:

Please notify the Council Registrar and/or the Adult Screening Specialist of any changes so that your file can be updated. This also means that, should you begin using a hyphenated last name or go back to a single last name, it is necessary to notify the council. All paperwork turned in should reflect exactly the same first and last names and addresses.

Girl Scout membership

registration is not mandatory unless the volunteer will work directly with girls, drive them, handle confidential information about girls, or handle money. However, registered adult members are automatically covered with the Girl Scout Activity Accident Insurance for the entire year. It is recommended that all adults who will participate in any meetings or activities be registered; if you are NOT REGISTERED, your troop/group MUST purchase additional insurance for each event at which you volunteer.

If you would prefer to be fingerprinted:

We plan to implement fingerprinting as a screening process throughout the council as we are able to purchase the needed machinery. If you would prefer to be fingerprinted now instead of supplying the three personal references, please follow these simple steps:

1. Visit the council website at www.GirlScoutsNorCal.org/screening/ to download a list of agencies who provide LiveScan fingerprinting in your area. This list includes location, cost and contact information.
2. Choose a convenient agency and call to make an appointment or verify hours.
3. Download the LiveScan application form from the council website, complete it, and bring it with you to your fingerprinting appointment.
4. Fax or mail the LiveScan application and the completed volunteer application found in this packet to the San Jose office.
5. You will receive notification of your approval within approximately two weeks after you submit your application and are fingerprinted. If you do not receive approval notification within ten business days after being fingerprinted, please contact the Adult Screening Specialist to check on your status at (408) 287-4170 ext. 273 or (888) 287-4170 ext. 273 or AdultScreening@GirlScoutsNorCal.org.

Adult/Volunteer Screening Packet and forms are also available at www.GirlScoutsNorCal.org/screening



Girl Scouts

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 T (408) 287-4170 F (408) 287-8025
 AdultScreening@GirlScoutsNorCal.org
 www.GirlScoutsNorCal.org

Volunteer Application

Please check the type of job you are applying for:

Leader Assistant/Co-Leader Volunteer

Don't delay! Please return this form by fax at (408) 287-8025 or by mail to the San Jose office.

Applicant Information:

Last Name First Name Middle Initial

Have you gone by any other names? Yes No

If yes, what other name(s)? _____

Address

City / State / Zip

Home Telephone Cell or Work Telephone

E-mail

Occupation / Employer

Are you willing to transport girls? Yes No

Drivers for Girl Scout activities must be at least 21 years of age, have a valid driver's license, carry the minimum insurance and have completed screening procedures for drivers established by the council. Under limited circumstances, drivers between the ages of 18 and 21 may receive a written exception to this requirement from the council and must comply with all conditions specified for such exception.

Driver's License Number

Auto Insurance Company and Policy Number

Three References *(Does not apply to Santa Clara County volunteers)*

Your references should be adults over 18 and not related to you who know your work and character. Please mail or give the self-mailer reference form to your references and have them mail them directly to the council office. Please list them here:

Reference Name Telephone

Reference Name Telephone

Reference Name Telephone

If working with a specific girl (daughter, niece, granddaughter, etc.) in Girl Scouts, please supply the following.

Girl's Last Name First Name

Leader's Name City Where Troop Meets Troop No.

For purposes of a background check, the following information is required:

Have you ever been convicted of a crime? *(A conviction will not necessarily be cause for disqualification.)* Yes No

If yes, please state the offense, location and date:

Is there a fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? *(A registered sex offender in the household is cause for automatic disqualification.)* Yes No

If yes, please explain.

Is there a fact or circumstance involving you or your background that would call into question your being entrusted with money or financial records?

If yes, please explain. Yes No

Have you received a moving violation in the last three (3) years? If yes, state the violation and date: Yes No

I certify that all the information on this application is true and complete.

I acknowledge that I have received and read a copy of GSNC Volunteer Management Policies and agree to abide by the policies. I understand that violation of any of the policies may result in termination of my volunteer services. I agree to release GSNC to use the application and reference information to evaluate my ability to conduct volunteer activities. I understand that falsification or significant omissions on the application may be justification for disallowing my participation with the Girl Scouts.

Signature Date

All information received in this application will be treated confidentially. However, GSNC may use any appropriate information from the application referencing process when refusing to allow a volunteer to work or when releasing a volunteer from a position involving fiscal responsibility or direct contact with girls.

Application Checklist

- Volunteer Application Form
- Reference Forms - to be sent separately by those completing the form (Does not apply to volunteers in Santa Clara County)

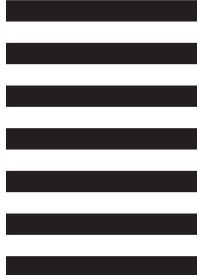
Return materials to: San Jose Office

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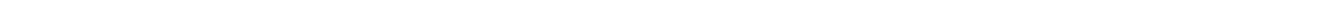


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Volunteer Reference Inquiry - CONFIDENTIAL

Please check the type of job applied for:

Leader Assistant/Co-Leader Volunteer

Please return this form today by fax at (408) 287-8025 or by mail using the postage paid return address on the reverse side.

Applicant Information:

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Address
To your knowledge, has the applicant gone by any other names?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what other name(s)? _____			_____
			City / State / Zip
_____			_____
		Troop Number, if known	City where troop meets

To be filled out by personal reference at least 18 years old who is not related to volunteer applicant.

The person listed above has applied to become a Girl Scout volunteer and has chosen you as one of her/his personal references. As a Girl Scout volunteer, the applicant will help girls develop to their fullest potential and become competent, resourceful women.

As a reference, you play a critical role in ensuring that girls are interacting with appropriate role models. The applicant will not be able to begin volunteering until this form is received. **Please return this inquiry within one week.** If possible, please retain a copy of this form until the applicant notifies you that her/his screening is complete. Occasionally, reference forms do not reach the council, resulting in a delay for the applicant's application to be approved.

Please answer all questions. Incomplete forms will be considered invalid and cannot be processed. All information you supply will be kept confidential. Only authorized personnel will have access to this form.

What is your relationship to candidate (work, social, etc.)? _____ How long have you known this person? _____

Describe the candidate (personality, abilities, talents, etc.):

Do you know of any limitations the candidate has?

To your knowledge is she/he responsible, dependable and reliable? If so, please give an example:

Are you aware of this person ever being involved in any criminal or abusive activities? (A positive response will not necessarily be cause for disqualification.)

Which of the following best describe your perception of this person? (Please check all that apply.)

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Positive | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Tolerant | <input type="checkbox"/> Negative | <input type="checkbox"/> Loses interest in projects |
| <input type="checkbox"/> Impatient | <input type="checkbox"/> Shy | <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Assertive | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Good Leader | <input type="checkbox"/> Good Follower | <input type="checkbox"/> Organized | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Energetic |
| <input type="checkbox"/> Overschedules | <input type="checkbox"/> Aggressive | <input type="checkbox"/> Even-tempered | <input type="checkbox"/> Easy to anger | <input type="checkbox"/> Gets stressed easily |

Would you recommend this person to work with children? Yes No

Would you recommend this person to work with money? Yes No

Would you recommend this person to work with adults? Yes No

Would you recommend this person to drive children? Yes No

Would you recommend this person as a volunteer? Yes No

Your Name (Please Print) Telephone(s)

Address City State Zip

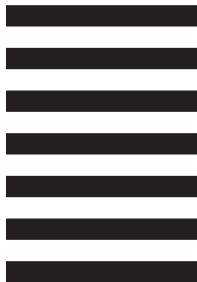
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<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what other name(s)? _____			_____
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_____			_____
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Would you recommend this person to work with children? Yes No

Would you recommend this person to work with adults? Yes No

Would you recommend this person as a volunteer? Yes No

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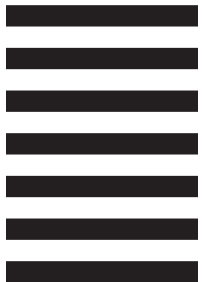
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Would you recommend this person as a volunteer? Yes No

Would you recommend this person to work with money? Yes No

Would you recommend this person to drive children? Yes No

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Address City State Zip

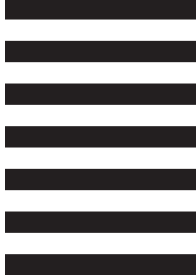
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Volunteer Management Policies

Welcome

The Girl Scouts of Northern California serves approximately 55,000 girls and 32,000 adult members in 19 counties in Northern California which include: Alameda, Butte, Contra Costa, Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Napa, Santa Clara, San Francisco, San Mateo, Shasta, Siskiyou, Solano, Sonoma, Tehama, and Trinity Counties.

The strength of the Girl Scout Movement (as defined in GSUSA's *Blue Book of Basic Documents*) and the ultimate responsibility for the success of its program rests in the volunteer leadership of its adult members. The Girl Scouts of Northern California (GSNC/the council) values the thousands of adult volunteers who commit their time, talent, skills, and resources to the Girl Scout movement.

In order to promote job satisfaction for volunteers, to effectively employ their talents, to enhance the safety of the girls and to minimize the potential for volunteers' liability as council agents, the GSNC maintains personnel policies for all GSNC volunteers.

Mission of GSUSA

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of Northern California Vision Statement

We create opportunities girls want and experiences that change lives.

Girl Scouts of Northern California is governed by the policies of Girl Scouts of the USA (GSUSA) as stated in the Blue Book of Basic Documents, 2003 edition and the Volunteer Management Policies stated below. The goal of the Girl Scouts of Northern California is to provide beneficial and safe program for girls.

The Girl Scouts of Northern California Board of Directors has adopted the following as policy:

Safety-Wise

Volunteers and participants in the Girl Scout program should familiarize themselves with *Safety-Wise*, which outlines the guidelines and checkpoints for maintaining a safe environment in which to conduct Girl Scout activities. All activities should be conducted following the activity checkpoints in *Safety-Wise*, and any additional guidelines listed in the Girl Scouts of Northern California *Safety-Wise* notes, or following state or federal laws, whichever is most stringent. Where no specific activity checkpoints or laws are stated, the guidelines of Girl Scouts of the USA and the policies and procedure of Girl Scouts of Northern California are recognized as the authority on the specific activity as an acceptable practice.

Equal Opportunity/Affirmative Action

Girl Scouts of Northern California seeks to offer volunteer opportunities to all adults, age 18 and up, regardless of race, color, creed, gender, religion, age, disability, sexual orientation, gender identity, national origin, ancestry, veteran status, citizenship, pregnancy, childbirth or other related medical condition, marital status or any other classification protected by federal, state or local laws or ordinances. Adult volunteers are selected on the basis of ability to perform the volunteer tasks, willingness and availability to participate in training for the position and acceptance of the principles and beliefs of Girl Scouting. All girls and adults who meet the membership requirements will not be denied access to the program. Annually we review our Affirmative Action Program to monitor progress toward our council goal. Girl Scouts of Northern California is committed to the Affirmative Action policies of GSUSA and our local Affirmative Action Policy as set forth in this paragraph. The Council will endeavor, through targeted recruitment efforts, to enroll and train adult volunteers of culturally, racially and ethnically diverse backgrounds. The council is committed to assuring equal

opportunity and equal consideration to all applicants. In most cases, a written agreement will be completed at the time of appointment, which will include a term of appointment, specific expectations for tasks, and signatures of the volunteer and her/his supervisor.

Girl Scout volunteers who are diagnosed with HIV/AIDS are treated no differently than those with any other catastrophic illness. They are subject to Girl Scout volunteer policies and practices in the same manner as other volunteers.

Men volunteers are welcomed to the organization to serve in accordance with standards established in *Safety-Wise*. Girl Scouts of Northern California believes that female role models are especially important to girls as they develop the decision-making and planning abilities they will need as women. Therefore, when men serve in troop/group leadership roles, they do so as assistant leaders or co-leaders with female leaders.

Harassment

All girl members, volunteers and employees in Girl Scouts of Northern California are entitled to work in an environment free of harassment in all forms including sexual, verbal, and physical harassment. Girl Scouts of Northern California maintains a strict policy prohibiting harassment of all forms. Council policy and equal opportunity law prohibit harassment on the basis of race, color, creed, gender, religion, age, disability, sexual orientation, gender identity, national origin, ancestry, veteran status, citizenship, pregnancy, childbirth or other related medical condition, marital status or any other classification protected by federal, state or local laws or ordinances.

Volunteer Conduct

Standards outlining acceptable conduct of volunteers are important for the orderly operation of any organization and for the benefit and protection of the rights and

safety of all the members. Volunteers are expected to abide by the Girl Scout Promise and Law and all policies, standards and practices established by Girl Scouts of Northern California and GSUSA. Inappropriate conduct may result in revoking volunteer status. Some examples of unacceptable conduct are identified below:

Possession of alcohol or any controlled substance at a Girl Scout event where girls are present, or while on Girl Scouts of Northern California premises (unless at an adult event) or participation in Girl Scout activities under the influence of alcohol or any controlled substance, unless as prescribed by a personal physician.

Smoking in areas designated as non-smoking areas or any place girl members are present.

Bringing dangerous or unauthorized materials such as explosives, firearms and other similar items onto Council properties or to Girl Scout activities unless such items are part of the program and are under strict supervision and control.

Failure to comply with California State Law requiring the driver and each passenger to be restrained by a separate safety belt when a passenger car, truck or van is being used.

Failure to comply with California State Law regarding the use of car seats for children, and the use of cell phones or other electronic devices without a hands-free device while driving.

Failure to comply with the American Academy of Pediatrics and the National Highway Traffic Safety Administration guidelines which prohibit children under 12 years of age from riding in the front seat of a car equipped with air bags.

Falsifying or making material omissions in Council records.

Misappropriation of any Girl Scout funds.

Theft or inappropriate removal of property that belongs to or is in the possession of Girl Scouts of Northern California, Council employees, girl members or visitors, and/or malicious or willful destruction or damage to such.

Soliciting or accepting gratuities for personal gain or benefit.

Violation of federal, state, or local laws.

Girl Scouts of Northern California reserves the right to release any volunteer from service if, in the sole discretion of the Girl Scouts of Northern California,

the volunteer's actions are inconsistent with Girl Scout policies, principles, or procedures.

Adult volunteers are responsible for informing parents and others participating in Girl Scout activities of the standards of acceptable conduct.

Grievance Process

A grievance is a complaint regarding the application of policies and procedures. The grievance process is set up for handling these complaints in an orderly and fair manner. All council adults should seek resolution to problems through open communications and informal discussions.

If a volunteer has a concern or conflict, they should take it to the person involved first and negotiate for a mutually beneficial resolution.

If informal communications fail, the people involved should meet with their volunteer supervisor. The parties should try to resolve the conflict and specify the specific steps necessary.

If this does not solve the problem, the appropriate staff member should be contacted to provide assistance. (If the staff member is involved in the problem, that person's supervisor should be contacted.)

If the volunteer still feels that the situation is not adequately resolved, the issue may be taken to the Chief Officer for the department involved who will make a final decision on the conflict and see that the decision is implemented. All decisions should be documented, and each party should sign the agreement and keep a copy.

Child Abuse Reporting

Girl Scout volunteers have a moral responsibility to report known or suspected cases of child abuse to Child Protective Services. If a volunteer is told or suspects that a child has been abused she/he may report this information to the council staff member assigned to her/his area for assistance with the report to Child Protective Services. Staff are mandated reporters and must ensure that a report is filed. California law defines an abused child as one who is any one or more of the following:

- Physically abused
- Sexually molested
- Emotionally starved
- Under constant verbal attack or torment
- Without proper food, clothing, or shelter
- Left alone for long periods of time

Volunteer Suspected/Accused of Abusing Children

In the event that a Girl Scout volunteer is formally accused of, charged with, or under investigation by authorities for the crime of child abuse, the following procedures will be followed.

A volunteer so accused is required to:

Suspend all Girl Scout activities and duties until the matter has been resolved.

Turn over all monies, materials, and records to a designated representative of the council until the matter is resolved.

The accused is considered innocent until proven guilty.

Registered Sex Offenders, Those Living in Households with Registered Sex Offenders

Registered sex offenders or those living in households with registered sex offenders are expressly prohibited from serving as Girl Scout volunteers.

Adult Screening

A screening process for volunteers has been established for the safety of our girl members and the protection of our adult members. All volunteers must complete the screening process as established by the council for the specific role they will assume or have assumed.

Adult Education/Training

All volunteers with primary responsibility for working with girls must be adequately trained for the position they will assume or have assumed in accordance with guidelines established by the council. Basic training that is designated as mandatory for the position must be completed within a specified time frame. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her or his work.

Drivers

Drivers for Girl Scout activities must be at least 21 years of age, have a valid driver's license, carry the minimum insurance required by law and have completed screening procedures for drivers established by the council. Under limited circumstances, drivers between the ages of 18 and 21 may receive a written exception to this requirement from the council and must comply with all conditions specified for such exception.