

## **Volunteer Background Check Information**

Parents, guardians and girls trust Girl Scouts is a safe place for them, and Girl Scouts of Orange County does not take that trust lightly. We are committed to maintaining policies and procedures that create a safe environment for girls to discover, connect, and take action.

Criminal background checks are one of the strategies used to ensure that girls are safe with us. GSOC policy is to conduct criminal background checks on all volunteers that have supervisory or disciplinary authority over girls or money, including product sale volunteers, and to repeat them every three years.

### **Required Screening:**

Any adult serving in a supervisory role of girls, handling or overseeing Girl Scout monies, or driving girls not under their own guardianship must successfully complete the criminal background check process.

Any adult who takes on the following roles must register as a member of GSUSA as well as complete the online background check.

- Any adult who serves as a troop leader and/or regularly assists with the troop, such as at meetings or as a chaperone.
- Any adult who is needed to cover the girl-to-adult ratio as noted in *Volunteer Essentials*
- Any adult who transports/drives girls (outside of their own guardianship)
- Any adult who serves as a chaperone for day or overnight trips
- Any adult who manages Girl Scout monies, including fall product program manager, troop cookie manager, treasurer and any signers on the bank account.

\*Any adult who has not registered and successfully completed the background check should never be left alone with girls attending a Girl Scout activity. These adults may, however, be paired with a registered and approved volunteer to lead a small group, as long as enough approved volunteers are present to cover the group's girl-to-adult ratio as outlined in *Volunteer Essentials*.

### **Authorization:**

Each applicant shall provide authorization for the Council to obtain a criminal background check as may be required by the Federal Fair Credit Reporting Act, 15 USC 1681-1681u, or other applicable law, as currently in effect and as it may be amended from time to time. The Council will make available a copy of her/his rights under the FCRA. In order to obtain a criminal background check, applicants must be registered members of Girl Scouts of the USA.

## **Disqualification**

Girl Scouts of Orange County cannot work with an adult who has been convicted of, has pleaded guilty to, has received adjudication for or has pleaded no contest to one of the following crimes:

### **Automatic Disqualification:**

- Any felony offense, regardless of type
- Currently arrested or warrant outstanding
- Misdemeanor crime against a child or dependent adult
- Misdemeanor crime involving child endangerment
- Misdemeanor crime involving use of weapons
- Misdemeanor crime involving violence or battery
- Misdemeanor crime involving theft, robbery, fraud or forgery
- Misdemeanor crime involving arson
- Misdemeanor crime of public indecency
- Misdemeanor DUI, DWI, or possession of controlled substances or drug paraphernalia

### **Possible Disqualifications:**

Other misdemeanors, as this council may determine, including but not limited to traffic and moving violations or excessive violations, shall be reviewed by the council on a case-by-case basis. The decision whether to allow service shall be within the absolute discretion of the council and factors to be considered include, but are not limited to:

- The nature and severity of the criminal conduct
- The position for which the person seeks to volunteer
- The length of time since the criminal conduct occurred
- The number of crimes committed by the prospective volunteer
- The circumstances under which the crime was committed
- The likelihood that the person will commit the crime again

### **Unresolved Situations:**

If there is an open warrant for the arrest of the applicant, or there is a pending charge with no disposition, that application cannot be approved and the volunteer cannot be placed until the situation has been satisfactorily resolved and the criminal background check report updated. If the applicant has already begun to serve in a volunteer capacity, her or his participation must be suspended pending disposition of the case or resolution of the open warrant.

## **Disclosure**

Volunteers and applicants are required to disclose any pending criminal charges. If charges are pending related to any criminal offense other than minor traffic violations and known to the Council, involvement with the Council as a volunteer will be temporarily suspended pending disposition of the case, service (or continued service) with the Council shall be within the absolute and exclusive discretion of the Chief Executive Officer or her/his designee.

## **Contest of Criminal History**

According to the Fair Credit Reporting Act, you have the right to obtain a free copy of your consumer report within 60 days of the day when any adverse action is taken against you based on the report. You also have 30 days to report and dispute the results you believe to

be incorrect or incomplete to Asurint, who is the reporting source. Girl Scouts of Orange County will rely upon the information contained in the criminal history report until a corrected report has been provided. You can contact our screening provider, Asurint at <http://reports.asurint.com/fcra> to request a copy of your report or if you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact the Asurint at:

**Asurint**

**Compliance Department**

**P.O. Box 14730**

**Cleveland, OH 44144**

**(800) 906-2034,**

**[www.asurint.com/Compliance.aspx](http://www.asurint.com/Compliance.aspx)**

**Required Information and Usage**

Through the Asurint website, the applicant will enter information to be used for their volunteer application and background screening. Girl Scouts of Orange County does not view or retain driver's license or social security numbers. Asurint will use this information to run your background screening and report on any criminal history. This report is used to determine eligibility for a volunteer position with our organization. Your Social Security number on the criminal history records check shall be used for NO other purpose other than to make the process for conducting a background search more accurate.

**Reported Information**

The background check includes traffic violations, criminal records, searches of conviction, arrests, court records, inmate records, and sex offender registries

**Background Check Cost**

The cost of a background check may vary, depending on your application. Once you are on the background check webpage, you may elect to pay for the cost of the screening, or have GSOC cover the cost. The typical cost of a screening for GSOC can range from \$7 - \$13 depending on your address history and last names used in the last 7 years. Your total cost will be itemized for you prior to check-out if you elect to pay for the screening. By choosing to pay for your background screening, you are helping to support even more girls in our community.

**Previous Background Check or Live Scan Screening**

Unfortunately, background checks vary by agency, so GSOC volunteers must go through our process.

**How Do I Know That My Information Is Secure?**

Girl Scouts of Orange County does not see or store your Social Security number.

More information on how our vendor, Asurint, handles security can be found at

[www.Asurint.com](http://www.Asurint.com)

**Is There a Paper or Offline Option?**

If you do not have home access to the Internet, we suggest you use a computer at your local library, borrow computer access from a friend or contact a Customer Care at

[customercare@girlscoutsoc.org](mailto:customercare@girlscoutsoc.org) for assistance.