



Girl Scouts – Great Rivers Council, Inc.  
4930 Cornell Road, Cincinnati, OH 45242-1804  
513-489-1025 or 1-800-537-6241 Fax: 513-489-1417  
[www.grgsc.org](http://www.grgsc.org) [council@grgsc.org](mailto:council@grgsc.org)

Dear Prospective Volunteer:

Welcome to Girl Scouts – Great Rivers Council, Inc! We appreciate your interest in volunteering. Your contribution as a volunteer truly will make a difference in the lives of girls.

1. The **first step** to becoming a volunteer with this council is to complete the volunteer application process, which consists of the following tasks:
  - Complete the Volunteer Application and Applicant’s Certification.
  - Provide the names and addresses of **four non-related individuals on the enclosed forms and on the application** who can verify your qualifications for becoming a Girl Scout volunteer. References from individuals familiar with any past volunteer experience(s) are highly recommended.
  - Mail your application to: Girl Scouts - Great Rivers Council, Inc. Attn: Membership Department, 4930 Cornell Rd., Cincinnati, Ohio 45242, or bring it to our office at the same address, or give it to a volunteer or paid staff member to forward to our office.
  - Complete the criminal background check. Further information about this process can be found on the back of this page. Please keep this page for future reference.
  - Inform your references that you have selected them and that they soon will receive a confidential reference form from us. **Please encourage your references to respond as quickly as possible.**

You can expect to be notified regarding the status of your application within 3 weeks after it is received by our office. If your application is approved, you will receive an official letter of appointment to the position for which you applied. **Until appointed, volunteers should not serve in the position for which they applied.** For example, a volunteer applying as a troop leader may not begin meeting with her troop as the leader, until appointed to the position.

2. The **second step** to becoming a volunteer with this council is to register as a Girl Scout member. Please contact your neighborhood volunteer or the Girl Scout Center for assistance with registration. All appointed volunteers must become Girl Scout members and agree to accept the Girl Scout Promise and Law.

Again, thank you for your interest in volunteering with us, and we wish you a successful membership year!

Sincerely,

Volunteer Human Resources Manager

**\*\*\*PLEASE KEEP THIS FORM FOR FUTURE REFERENCE\*\*\***



Girl Scouts®  
Where Girls Grow Strong™

Girl Scouts – Great Rivers Council, Inc.  
4930 Cornell Road, Cincinnati, OH 45242-1804  
513-489-1025 or 1-800-537-6241 FAX: 513-489-1417  
[www.grgsc.org](http://www.grgsc.org) [council@grgsc.org](mailto:council@grgsc.org)

## Criminal Background Check Policy

### Policy Statement

Girl Scouts - Great Rivers Council, Inc. is committed to providing a safe and quality program for girls in the community as they participate in the program. The criminal background check is one component of Great Rivers Council's volunteer placement procedure. The background check, conducted by Intellicorp Systems, includes criminal records searches of convictions, arrests, court records, inmate records, and sex offender registries.

**Great Rivers has an expectation that volunteers who will hold the following volunteer positions will complete a background check:**

- Any volunteer who has or may have care, custody, and control of girls, such as all leaders and day camp staff
- Any volunteer with financial responsibilities
- All service team members

### Criminal Background Check Procedure

**There are two ways to complete your background check:** online (best option) or by mail. **If you do not have a home computer**, the web site can be accessed from any public library and the information will still be transmitted securely. To maximize the security of your personal information, please ensure you completely log off the library computer after completing the background check. **If you do not have access to a computer**, please contact the volunteer human resources manager to receive the proper forms to send your information directly to Intellicorp by mail or by fax.

To complete your background check online:

1. Go to the web site, <http://backgroundcheck.grgsc.org>, and read the "Welcome" screen. Click "Continue."
2. Review the "Criminal Background Check Authorization" screen, and provide the requested information. Please note that only those individuals applying for or already registered as a Girl Scout volunteer may complete this form. **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 submit your authorization, you will then need to provide your name, social security number, and date of birth. This information is submitted directly to Intellicorp via a **secure website**.
4. The results of the background check will be sent to the volunteer human resources manager. Please note that all information received from Intellicorp will be handled in a confidential manner.
5. You will receive notification about the results via mail.

### Disqualification from Volunteer Participation

The decision to exclude or limit an individual's participation as a volunteer is solely within the discretion of Great Rivers Council. Factors to be considered include, but are not limited to, the nature and severity of the crime, and the length of time since the criminal conduct occurred.

### Confidentiality

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

*(Please Print Clearly)*

05/05

**Section I – Personal Data**

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

Former Name(s) \_\_\_\_\_

Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
*Street City State Zip*

Date current address ends \_\_\_\_\_ Current Home Phone (\_\_\_\_\_) \_\_\_\_\_

Permanent Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
*Street City State Zip*

Permanent Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Are you under the age of 18?  Yes  No If you are under the age of 18, please state your age \_\_\_\_\_

**Section II – Volunteer Interests & Availability**

1. What type of volunteer service interests you? (Please check all areas of interest that apply)

Working directly with girls (ages 5-10):  Leader  Assistant Leader  Working with adults  Day Camp

Working directly with girls (ages 11-18):  Leader  Assistant Leader  STUDIO 2B Advisor  Public Relations

Share expertise/activity \_\_\_\_\_  Fund Development  Product Sales

Community volunteer  Other \_\_\_\_\_

2. What time commitment do you desire?  Weekly  Monthly  Quarterly  Other (explain) \_\_\_\_\_

3. Are you available to volunteer?  Mornings  Afternoons  Evenings  Weekends  I am flexible

4. Specific days you would prefer to volunteer? \_\_\_\_\_

5. Specific geographic areas where you would prefer to volunteer? *(Please include service unit name, if known)* \_\_\_\_\_

6. Previous training, experience, or skills you bring to the organization? \_\_\_\_\_

7. While serving as a Girl Scout volunteer, how will you strive to make a difference in the lives of girls? \_\_\_\_\_

8. How did you learn of Girl Scout volunteer opportunities? \_\_\_\_\_

**Section III - Volunteer Experience:**

Organization \_\_\_\_\_ Position \_\_\_\_\_ Dates (From/To) \_\_\_\_\_

Organization \_\_\_\_\_ Position \_\_\_\_\_ Dates (From/To) \_\_\_\_\_

**Section IV – Work Experience**

Current Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Dates (From/To) \_\_\_\_\_  FT  PT  Do not work outside the home

**Section V – Education**

College/University \_\_\_\_\_ Degree \_\_\_\_\_  
High School \_\_\_\_\_ Diploma  Yes  No  
Technical Training/Other \_\_\_\_\_ Language skills other than English \_\_\_\_\_

**Section VI – References**

A reference should be a person (**non-relative**) who is familiar with your qualifications and/or experiences as they relate to work with youth and/or adults. **We will mail your reference forms from the Girl Scout Center to your references.** At least three references must be received and reviewed before appointment to a position can take place. **Please provide four references, including complete mailing addresses and phone numbers.**

**(1)**  
Name \_\_\_\_\_  
Address (*street, city, state, zip*) \_\_\_\_\_ Apt. # \_\_\_\_\_  
Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Relationship to you (*Note: reference must be non-related*) \_\_\_\_\_

**(2)**  
Name \_\_\_\_\_  
Address (*street, city, state, zip*) \_\_\_\_\_ Apt. # \_\_\_\_\_  
Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Relationship to you (*Note: reference must be non-related*) \_\_\_\_\_

**(3)**  
Name \_\_\_\_\_  
Address (*street, city, state, zip*) \_\_\_\_\_ Apt. # \_\_\_\_\_  
Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Relationship to you (*Note: reference must be non-related*) \_\_\_\_\_

**(4)**  
Name \_\_\_\_\_  
Address (*street, city, state, zip*) \_\_\_\_\_ Apt. # \_\_\_\_\_  
Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Relationship to you (*Note: reference must be non-related*) \_\_\_\_\_

**\*\*\*Please provide the same complete mailing addresses on the enclosed four reference forms and return the forms with this application.\*\*\***

**Section VII – Affirmation and Signature**

**In making my application for service, I express my acceptance of the beliefs and principles of Girl Scouting as stated below in the Girl Scout Promise, the Law, and the Managing Diversity Vision.**

**The Girl Scout Promise**

On my honor, I will try:  
To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

**The Girl Scout Law**

I will do my best to be  
Honest and fair,  
Friendly and helpful,  
Considerate and caring,  
Courageous and strong, and  
Responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely  
make the world a better place,  
and be a sister to every Girl Scout.

**Diversity/Inclusion Vision**

Girl Scouts - Great Rivers Council, Inc. is inclusive.

We respect, value, embrace and celebrate differences.

- I promise to uphold and interpret these principles and beliefs to the best of my ability as I fulfill my responsibilities with the organization.
- I agree to complete all required trainings necessary to learn about the organization and my position within six months of my appointment date.
- I authorize contact of my references to verify my qualifications for placement in a position.
- I give my permission for the interviewer to record dictated information in all or part of the application.
- I grant my permission and consent for my participation in all photographs, videotapes, likenesses of image or interviews to be published and used to illustrate, promote, and advertise Girl Scouts. Use of any such photographs, videotapes, or interviews may include, but is not limited to, use on Internet web sites promoting the Girl Scouts.

**I further certify that all of the information provided on this application is true and complete. I understand that falsification or significant omissions of any information may be considered justification for non-acceptance or dismissal from my volunteer position if discovered at a later date. Please complete the Applicant’s Certification on the last page.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY SERVICE UNIT TEAM OR PAID STAFF MEMBER (please also include applicant’s service unit name & number on the last page)**

I have discussed the position, and the applicant’s qualifications and experience.

\_\_\_\_\_  
Signature Position Title & Service Unit Date

*There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability, age, race, color, ethnicity, sex, creed, national origin, citizenship, or socio-economic status.*



### APPLICANT'S CERTIFICATION

Girl Scouts - Great Rivers Council, Inc. requests the following information because of our dedication and commitment to the girls that we serve. All youth-serving organizations must take reasonable precautions when appointing adults who work directly with children. This information is confidential and for internal use only.

- Please check below if you have ever been convicted of or pled no contest or guilty to any of the following:
  - " Child abuse in violation of Ohio Revised Code section 2919.22,
  - " Endangering children in violation of section 2907.04,
  - " Gross sexual imposition in violation of section 2907.05,
  - " Sexual imposition in violation of section 2907.06,
  - " Importuning in violation of section 2907.07,
  - " Voyeurism in violation of section 2907.08,
  - " Public indecency in violation of section 2907.09,
  - " Any offense of violence, or any existing or former offense of any municipal corporation, this state, any other state or the United States that is similar to any of the above offenses.
  - " Any other felony or misdemeanor, including DWI, DUI, but not including minor traffic violations.
- If you have been convicted of, pled no contest or guilty to, any of the above, please complete the following information: Date of conviction \_\_\_\_\_ Location \_\_\_\_\_  
Nature of offense \_\_\_\_\_
- Is there any member of your household who has a felony conviction or is a registered sex offender?  
If yes, state: His/Her Name \_\_\_\_\_  
Nature of offense \_\_\_\_\_ Date of conviction \_\_\_\_\_  
Location \_\_\_\_\_ Relationship to you \_\_\_\_\_
- I further certify that:** I have never been discharged from employment or a volunteer position because of any activity covered by the above offenses. The information provided by me on this form is true and correct to the best of my knowledge. I understand that falsification or significant omissions may be considered justification for non-acceptance or dismissal from my volunteer position.
- I agree to complete my criminal history background check as a part of my placement in a volunteer position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address (street, city, state, zip) Apt. # \_\_\_\_\_

**TO BE COMPLETED BY COUNCIL STAFF:**

- Background Check Completed       Background Check Satisfactory       Application on File

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_ Service Unit Name & Number \_\_\_\_\_



Girl Scouts – Great Rivers Council, Inc. seeks your assistance in selecting the best-qualified people to serve as Girl Scout volunteers. We appreciate your prompt completion of this reference form. Potential volunteers are screened to ensure the well-being of girls and adults involved in Girl Scouting. All comments will be treated in a confidential manner. The following information is provided to assist you in giving your responses. If you have questions or concerns, please contact the volunteer human resources manager at 513-489-1025 or 1-800-537-6241.

### Criteria for Selection of Adult Volunteers

All volunteers in the Girl Scout program have a responsibility to recognize and develop the unique potential of every girl. Therefore, we recommend that all adult volunteers be selected according to the following criteria:

- **Values:** Volunteers should willingly accept the principles and beliefs of the Girl Scout program as set forth in the Promise and the Law.
- **Character:** Volunteers should possess qualities of personal integrity, sensitivity in human relations, honesty, dedication, and openness to new ideas.
- **Skills:** Volunteers should recognize that their primary responsibility is to help girls grow up to be caring, competent, confident women.
- **Attitude:** Volunteers should be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- **Commitment:** Volunteers should understand the commitment of time necessary to be successful in their positions, including understanding the responsibility for continued training related to their position.

#### The Girl Scout Promise

On my honor, I will try:  
To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

#### The Girl Scout Law

I will do my best to be  
Honest and fair,  
Friendly and helpful,  
Considerate and caring,  
Courageous and strong, and  
Responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely  
make the world a better place,  
and be a sister to every Girl Scout.

### Diversity/Inclusion Vision

Girl Scouts - Great Rivers Council, Inc. is inclusive.

We respect, value, embrace and celebrate differences.