



GSEP FREQUENTLY ASKED QUESTIONS CONCERNING BACKGROUND CLEARANCES

Q. Why do I need to complete an application for background clearance?

A. Girl Scouts of Eastern Pennsylvania is committed to a safe environment for all of our girl members. Many youth groups, churches and sports leagues require a criminal background check for volunteers. Over 15,000 adult volunteers have an impact on the lives of our girl members. The protection of these girls is our primary concern.

Q. Who needs to complete the background check?

A. Adult volunteers who work directly with girls on a regular basis including all leaders, co-leaders, product program managers, and adults who attend overnight trips and overnight events are required to complete this process.

Q. What about the parent helper who helps at one or two troop meetings or events per year?

A. Parents or other adults who help out occasionally are not required to be members of the organization, nor do they need to complete criminal background checks. There must be a leader, assistant leader, or co-leader present with the parent or helper at all meetings or events.

Q. What if I do not want to provide the required information?

A. Your time and effort is appreciated, however, GSEP feels strongly that this policy will help us to provide a safe experience for girls. The clearances are required for volunteers who want to work directly with girls. If a person chooses not to provide the necessary information for the screening process, then she/he will not be appointed as a Girl Scout volunteer.

Q. What is the cost?

A. The cost is \$5.00 per person and covers half the cost to run the criminal background clearances; GSEP subsidizes the additional costs. Troop funds may also be used to pay this fee. You can either submit payment online, or make check's payable to GSEP.

Q. How will the screening be done?

A. Volunteers candidates will complete a volunteer application either online, or by simply filling out the application; which provides space for social security number, and birth date. Please submit completed forms online, or in a sealed envelope by mail or in person. The results take from 3-7 days for return, and once the results are in you will be notified by a designated staff member. Every three years after the first clearance is received, the screening must be repeated; by completing a renewal form.

Q. Why do you need my social security number?

A. Because this is a nationwide search, the social security number search allows the system to rule out other people who have the same name and birth date. If an individual has changed their name for any reason, information attached to that social security number will be provided with the previous name. Remember that this section of the form will be destroyed after the clearance is complete.

Q. What will be done with the information on my application, consent form and report?

A. If you are submitting an application that was filled out manually; the designated staff member will submit the information to Intellicorp. When the screening is completed, the portion of the consent form that contains the social security number, and birth date will be destroyed. The volunteer's application will be filed in the Shelly Ridge Headquarters.

Q. May I provide the clearance information if it was already completed by another organization?

A. Yes; if you have a copy of a prior Background Clearance check completed within the past 12 months through another organization, GSEP will honor it for three years from the completed date.

Q. What if there is something in my past that I am concerned may show up on a report?

A. Please speak with a Council Staff member prior to the submission of your application to discuss any concerns. There may be situations that occurred in an applicant's past that do not preclude him/her from volunteering with Girl Scouts. Those situations will be reviewed on an individual basis.

Q. May I attend training or meet with a troop while waiting for the clearance to return?

A. You may attend training, however you may not meet with your troop/group until the clearance process is complete. You will receive your troop roster from your Service Unit/Membership Manager upon completion of the process.