

Girl Scouts in the Heart of Pennsylvania

Single-Entry System (SES) Step 2: Screening Frequently Asked Questions (FAQs)

Why do potential volunteers need to complete an *Application for Volunteer Service* and/or a *Volunteer Disclosure and Authorization* form? GSHPA policy states that all adults who have direct contact with children in the course of their volunteer work or handles money in their position with Girl Scouts in the Heart of Pennsylvania are required to have a criminal background screening on file.

Where is my application and background check information kept after I am appointed? Is my information secure?

Applications for Volunteer Service and *Volunteer Disclosure and Authorization* forms are sent to the Central Volunteer Screening Coordinator at the York Service Center. Both forms, along with any other volunteer forms, such as *Volunteer Agreements*, are kept under lock and key. The Central Volunteer Screening Coordinator and her supervisor are the only staff members who have access to the Central Volunteer Files and file closet key.

Is there a cost to volunteers to have their background checked?

There is no cost to volunteers. GSHPA covers any costs associated with performing background checks. However, a person may choose to make a donation to cover the cost of their background screening.

How often does GSHPA perform clearance checks on long-term volunteers?

Upon initial signing of the *Volunteer Disclosure and Authorization* form, volunteers give consent for GSHPA to perform a background check every three (3) years.

Do parents who are helping at one event or attending a troop/group function need to complete an *Application for Volunteer Service* form and/or a *Volunteer Disclosure and Authorization* form?

Parents that attend troop/group functions on an occasional basis do not need to complete either form. However, if a parent(s) helps a troop/group on a continual basis (i.e. help at meetings on an on-going basis or accompany the troop/group on several trips--more than 1 or 2 times)—they need to complete the *Volunteer Disclosure and Authorization* form only. The *Application for Volunteer Service* is only completed if someone is ‘applying’ to serve in an established volunteer position. (e.g. leader, assistant leader, troop fall product sale coordinator, etc.)

Does GSHPA accept background clearance from other organizations?

We do not accept background screening clearances from other agencies/companies due to liability matters. Also, we can not provide letters to other organizations stating that we have performed a background screening for a volunteer and that they have/have not cleared. We will however, provide such a letter to any organization/facility that requires volunteer clearance checks in order to utilize their facilities for the purposes of running Girl Scout programs. (i.e. Troop/Group meetings, events, etc.)