

Application for Volunteer Service in Girl Scouting

The Girl Scout Council of Colonial Coast requests the following information because of our dedication and commitment to the girls we serve. All youth-serving organizations must take reasonable precautions when appointing adults who work with children. This information is confidential and is for internal use only. Thank you for your time in completing this application and background check authorization.

Personal Information

Name			
(please print)	Last	First	Middle
Address			
	Street	City	State Zip
Phone			
	Home	Cell	Work
Email			

What type of volunteer service interests you?

- Girl Scout Daisies (K-1)
 Girl Scout Ambassadors (11-12)
 Publicity or public relations
 Council office clerk
 Girl Scout Brownies (2-3)
 Any membership level of girls
 Event or field trip chaperone
 Transportation
 Girl Scout Juniors (4-5)
 Activity guest at troop meeting
 Organizing or staffing events
 Help with troop # _____
 Girl Scout Cadettes (6-8)
 Camping or outdoor activities
 Facilitating adult learning
 Other
 Girl Scout Seniors (9-10)
 Fundraising
 Career mentoring

Position desired		Nearest public school (close to where you want to volunteer)	
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Availability

Weekdays: AM PM Weekends: AM PM

- One-time event
 Quarterly
 Monthly
 Year-long troop commitment

Have you been a Girl Scout volunteer in the last twelve months? Yes No

How did you learn about Girl Scout volunteer opportunities?

- School
 Web site
 Brochure
 Poster
 Other
 Girl Scout Volunteer
 Media
 Employer
 Council Staff

Council Headquarters

A Place for Girls
912 Cedar Road
Chesapeake, VA 23322

Peninsula Service Center
813 Forrest Drive, Suite B
Newport News, VA 23606

Elizabeth City Field Center
214 Dyer Street
Elizabeth City, NC 27909

Manteo Field Center
211 Budleigh St., Ste. 104
Manteo, NC 27954

(757) 547-4405 • Toll Free: 1-800-77SCOUT

For Volunteer Services Staff Use Only	
Date Received	
Source	
Position	
S.U./ Troop #	
Membership Year	
Background Check	
Appointment	

Volunteer Experience (List previous Girl Scout experience or other youth service first.) Please provide accurate and complete information for all volunteer experience for the past five years. Attach additional sheet if necessary.

1.	Organization's name			
	Address			
	Street		City	
	State		Zip	
	Dates: From	To	Reason for leaving	
	Position(s)		Responsibilities	
	Supervisor's name			
	Phone			
2.	Organization's name			
	Address			
	Street		City	
	State		Zip	
	Dates: From	To	Reason for leaving	
	Position(s)		Responsibilities	
	Supervisor's name			
	Phone			

Employment History (List most recent first.) Please provide accurate and complete information for all employment (including temporary, part-time & self employment for the past five years.) Attach additional sheet if necessary.

1.	Firm/Organization's name			
	Address			
	Street		City	
	State		Zip	
	Dates: From	To	Reason for leaving	
	Position(s)		Responsibilities	
	Supervisor's name			
	Phone			
2.	Firm/Organization's name			
	Address			
	Street		City	
	State		Zip	
	Dates: From	To	Reason for leaving	
	Position(s)		Responsibilities	
	Supervisor's name			
	Phone			

References List three persons (non-relatives) who are familiar with your qualifications for Girl Scout service. Preferred: Supervisors, landlord, teachers, within last six months to three years. (Fill in all information completely)

1.	Name				Relationship			
	Address							
	Street			City		State	Zip	
	Phone (with area code)	Day			Evening			
2.	Name				Relationship			
	Address							
	Street			City		State	Zip	
	Phone (with area code)	Day			Evening			
3.	Name				Relationship			
	Address							
	Street			City		State	Zip	
	Phone (with area code)	Day			Evening			

Sworn Disclosure Statement

Have you ever been convicted of or are you the subject of pending charges of any crime?

Include felonies or misdemeanors including DWIs and DUIs, etc., but do not include minor traffic violations or any convictions as a juvenile offender. If yes, please submit an explanation including place, date and disposition of any convictions. For confidentiality purposes, statements can be sent directly to the Volunteer Services Director at 912 Cedar Rd., Chesapeake, VA 2332s. Appointment is not automatically denied because of the existence of conviction(s). Each application will be reviewed on a case-by-case basis. However; failure to disclose a conviction can lead to non-appointment or release of service.

- Yes** **Yes (pending)** **No**

If yes, specify crime(s)

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

Signature

Date

The following are part of Girl Scout Council of Colonial Coast's *Personnel Policies*:

1. Girl Scout troop meetings/activities may not be held in a residence where a convicted sex offender is known to reside.
2. Known convicted sex offenders may not hold any Girl Scout volunteer positions.
3. Known convicted sex offenders may not attend or participate in any Girl Scout activity.
4. Households where known convicted sex offenders reside may not possess any girl information including troop records. Your membership staff must be notified of where the records will be kept.

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.

In signing this form, I affirm that I subscribe to the beliefs and principals of the Girl Scout Movement.

I acknowledge the selection process involves a subjective component and the Council must retain the exclusive right to make decisions most appropriate for the welfare and development of its girl members. The Council is committed to diversity and inclusiveness, and there shall be no discrimination against an otherwise qualified individual on the basis of race, ethnicity, gender, religion, national origin, socio-economic status, age, disability or any other basis prohibited by state or local law. I hereby authorize the verification of all necessary and pertinent information related to this volunteer position. I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information that might, if disclosed, affect my selection as a volunteer unfavorably. I understand that any misrepresentation or omission of facts on this application may be cause for non-selection or later dismissal.

Signature

Date

*****For Volunteer Recruiter Use Only*****

This section must be completed before submitting this form to Volunteer Services Department

Name of person submitting this form		Date	
Position	Service Unit		
Was the applicant interviewed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date
<input type="checkbox"/> Appointment recommended	Position	SU	
<input type="checkbox"/> Appointment not recommended	Reason		
Comments			
Signature			



Background Check Disclosure Authorization and Release

I understand that Girl Scout Council of Colonial Coast, Intellicorp, Ltd. or other third parties selected by the Council, will be conducting a background check in connection with my application for volunteer service. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving history, criminal history, civil records, credit history, professional licenses, social security number verification and sex offender records.

I understand that Girl Scout Council of Colonial Coast may rely on all or any part of this information in determining whether to extend an appointment for volunteer service to me. I further understand that if any adverse action is taken by Girl Scout Council of Colonial Coast based upon any of this information, that I will be provided a copy of such information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that a background check may be performed by Girl Scout Council of Colonial Coast or its representatives as a part of the volunteer placement process in order to evaluate my suitability for volunteer service. I understand that the information shall not be used in violation of any federal or state laws or regulations.

I, the undersigned applicant for volunteer service, hereby acknowledge that I have read and received a copy of the Background Check Disclosure notice and by signing below, hereby authorize Girl Scout Council of Colonial Coast, its representatives, and agents to conduct a background check, as described herein, in conjunction with my application for volunteer service. I further direct and authorize such third parties who may be the custodians of or who may be in possession of requested records or information or consumer credit reports to disclose such information, records or reports to Girl Scout Council of Colonial Coast, or their representatives and agents, in connection with this authorization and release. I voluntarily provide my date of birth and social security number in order to obtain and verify records obtained in the background check.

Signature		Date	
Printed Name		Service Unit	

THE INFORMATION SUPPLIED BELOW WILL ONLY BE USED TO REQUEST AND VERIFY RECORDS

Current Address

Street	City	State	Zip

Former State(s) of Residence

Former Names (Please indicate full names)

First _____ Middle _____ Last _____

First _____ Middle _____ Last _____

First _____ Middle _____ Last _____

Social Security # _____ Date of Birth _____

DL# _____ DL State _____ Exp. Date _____

To protect your confidentiality, place this page in an envelope and return the completed form immediately to your volunteer field administrator or membership specialist, or mail it to: Girl Scout Council of Colonial Coast, Attn: Volunteer Services Specialist, 912 Cedar Road, Chesapeake, VA. 23322