



Welcome to Girl Scouting!

Thank you for your interest in volunteering with Girl Scouts Western Pennsylvania.

We seek a variety of adults who will use their expertise, skills, interest and knowledge to shape fun and enriching leadership experiences for girls, and inspire them to reach their personal best. We are pleased that you are willing to offer your time and talents to become one of those adults.

The first step to becoming a volunteer with Girl Scouts Western Pennsylvania is to complete and return the enclosed volunteer application. As part of the application process, you will distribute the three reference forms included in your packet and ask that they be returned promptly in the provided self-addressed envelope. Safety is our top priority for our members, therefore, any adult who has direct contact with girls or handling funds must have a background check completed. GSWPA utilizes Intellicorp, Inc. to provide that service. The following steps will begin your journey without delays:

- Return your **completed application** and signed **disclosure statement**. Remember to include your **email address**.
- Distribute **three reference forms** provided and request they be returned immediately.
- **Background Check** completed:

-GSWPA will complete your background check, but you must complete the **Disclosure and Authorization to Release Information Form** and return it with your application. There is no fee for the background check.

-OR-

-If you wish to use the online system to conduct your background check, directions can be sent electronically as long as you have included your email address.

When the processing of your application is complete, you will receive an appointment letter. You will also receive information explaining what your next steps are for completing the required training before you begin working with the girls.

At that point, you will be ready and prepared to start your volunteer experience!

If you have any questions in the meantime, email volunteer@gswpa.org or contact customer service at 1-800-248-3355 ext. 1460.

Girl Scouts Western Pennsylvania looks forward to your volunteer participation.



VOLUNTEER APPLICATION

Application distributed by Volunteer _____ GSWPA Staff _____
(check appropriate box and print your name)

Instructions: Please complete and return to: **GSWPA, Volunteer Placement, 5681 Route 6N, Edinboro, PA 16412**

Adult volunteers are selected based on the information provided and on their ability to perform the duties of the position description. There shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, socio-economic status, age or disability. (Girl Scouts of the U.S.A. Blue Book of Basic Documents)

PLEASE TYPE OR PRINT LEGIBLY. Date _____

Name _____

Address _____

Street City State Zip

Phone: Day _____ Evening _____ Email Address _____

School District _____ School Name _____ Troop # _____
(if applicable)

WHAT TYPE(S) OF VOLUNTEER WORK ARE YOU INTERESTED IN? With Children With Adults

- Grade level Daisy (K-1)
- Grade level Brownie (2-3)
- Grade level Junior (4-5)
- Grade level Cadette (6-8)
- Grade level Senior (9-10)
- Grade level Ambassador (11-12)
- Troop Leader
- Assistant
- Chaperone Events
- Transportation/Driver
- Teach Hobby/Skill
- Outdoor Activities
- Other _____
- Program Team/Council-level events
- Gold Award Committee
- Adult Award Committee
- Trainer
- Administrative Help
- Other _____

Troop committee member

- Treasurer
- Cookie chairperson
- Fall product chairperson
- Other _____

Service unit team member

- Service unit finance manager
- Product sales manager
- Other _____
- Organizer/Recruiter
- Coach/Consultant
- Service unit registrar
- Service unit manager

Interests:

- Accounting
- Swimming
- Art
- Special Events
- Camping
- Public Speaking
- Theatre
- Recruiting
- Child Care
- Technology
- Communications/PR
- Product Sales
- STEM (Science/Technology/Engineering/Math)
- Innovative Programming
- First Aid/CPR
- Music
- Boating
- Other: _____
(Please Describe)

What is your volunteer availability? (Check all that apply)

Day(s): M T W Th. F Sat. Sun. Specific times of day: Mornings Afternoons Evenings

EDUCATIONAL BACKGROUND

| School Name: | Dates | Highest Grade Completed | Degree/Credits |
|--------------|-------|-------------------------|----------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

EMPLOYMENT EXPERIENCE (list most recent first)

| Company Name/Phone/Supervisor: | Position | Major responsibilities | Dates |
|--------------------------------|----------|------------------------|-------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |



TRAINING AND CERTIFICATIONS (List most relevant to the position you desire first)

| Courses taken in leadership/training: | Agency & Address | Date |
|---------------------------------------|------------------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Briefly summarize your reason for wanting to volunteer for GSWPA.

REFERENCES

List 3 people, not related to you or in your household, who can judge your qualifications for this position. If you have previous volunteer experience, please include a reference from that organization.

Applications without references cannot be considered.

Name _____ Relationship _____

Address _____

Street _____ City _____ State _____ Zip _____

Name _____ Relationship _____

Address _____

Street _____ City _____ State _____ Zip _____

Name _____ Relationship _____

Address _____

Street _____ City _____ State _____ Zip _____

DRIVER INFORMATION Driver's License # _____ Expiration Date _____

Driving History (Last five years)

Number of Accidents _____ Number of Violations _____

Has your license ever been suspended? _____

Please attach explanation of any accident, violation, suspension, etc)

CRIMINAL BACKGROUND Note: A conviction record will not necessarily be cause for disqualification.

Have you ever been convicted of a crime? Yes No

If yes, please state offense, date and location:

UPDATING CLEARANCES – Every three years, volunteers must have an updated background check completed. Please check here if updating clearances.

I certify that all information provided on this application is true and complete. I understand that falsification or significant omissions of any information may be considered justification for dismissal if discovered at a later date. I accept the Girl Scout Promise and Law and the purpose of Girl Scouting and promise to uphold and interpret them to the best of my ability. I understand that I will have to successfully pass the required background checks.

Signature of applicant _____ Date _____

| | |
|--------------------------------------------------|--------------------------------------------------------------------|
| COUNCIL USE ONLY —please initial and date | |
| Background check by _____ | Date _____ |
| References checked by _____ | Date _____ |
| I Approved: <input type="checkbox"/> | Appointed position _____ Appointment Letter Sent: _____ Date _____ |
| Denied: <input type="checkbox"/> | No Longer Interested: <input type="checkbox"/> |



DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION

I understand that in connection with my volunteer application, Girl Scouts Western Pennsylvania, Intellicorp.net, their agents, assigns or any other authorized third parties (collectively, the "Investigators") may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving, criminal and credit histories and such other information ("Information") as may be required.

I understand Girl Scouts Western Pennsylvania may rely on any part or all of this information in determining whether to extend a volunteer opportunity to me.* I further understand that if any adverse action is taken by Girl Scouts Western Pennsylvania or if Girl Scouts Western Pennsylvania chooses not to extend a volunteer position to me based upon the information, that I will be provided a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by Investigators, is being performed to evaluate me as part of the volunteer selection process and is not conducted for any other purpose other than in connection with my volunteer application. Therefore, GSWPA will not provide any information collected for this purpose with outside groups and does not keep a record of specific information on file.

I have read this disclosure and authorization for release of information and by signing below, I hereby authorize Investigators to conduct a background check as described herein in conjunction with my volunteer application. I hereby release Investigators from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application for a volunteer position with Girl Scouts Western Pennsylvania. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested information to disclose such information to Investigators in connection with this background check.

Applicant Signature

Date

Printed Name:

First

Middle

Last

Social Security Number

Date of Birth:

Month

Day

Year

Other Names Used
(including maiden name)

Address for the Past Seven Years: (If you lived outside of Pennsylvania any time in the past 20 years, please also provide the most recent out of state address).

Street

City

State

Zip

Street

City

State

Zip

Street

City

State

Zip

*Note: A conviction record will not necessarily be cause for disqualification. All background information will be strictly confidential.



VOLUNTEER REFERENCE FORM

Volunteer Name _____

What is your relationship to the applicant? _____

How long have you known her/him? _____

Please relate what you feel the candidate's strengths are:

State any areas where you feel the candidate may have challenges:

Please evaluate the applicant on these specific areas, using the following ratings:

E=Excellent VG=Very Good G=Good F=Fair P=Poor

| Characteristic | Rating | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| 1. Thinking skills – judgment, analytical ability, decisiveness | | |
| 2. Communications – one-on-one, group presentation and written communications | | |
| 3. Creativity | | |
| 4. Initiative | | |
| 5. Ability to work with young girls (if applicable) | | |
| 6. Managerial abilities – leadership; ability to hire, train and develop people; willingness to terminate, when necessary; delegation (if applicable) | | |
| 7. Ability to manage money, budgets, etc. (if applicable) | | |
| 8. Responsibility and reliability | | |
| 9. Works independently | | |
| 10. Works as part of a team | | |

(Over)



Do you know if she/he has experience in activities similar to Girl Scouting, at home, work or in the community? If yes, please list relevant experience.

Are you familiar with or do you have any concerns with her/his ability to keep records and handle money? If yes, please explain.

Other comments:

Signature

Date

Print Name

Please be assured that any information given will be held in strict confidence.

Upon completion, please forward:

By Mail:
GSWPA
Volunteer Placement
5681 Route 6N
Edinboro, PA 16412

By Email:
volunteer@gswpa.org

By Fax:
814-734-7701



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