

CRIMINAL BACKGROUND SEARCH POLICY FOR VOLUNTEERS

Policy Statement:

In order to ensure the safety and well-being of the girl and adult members of the Girl Scouts of Utah (GSU), all prospective and current GSU volunteers, employees, and members of the Board of Directors must complete and sign a form authorizing GSU or its agents to conduct a criminal background search, including sex offender registries. Without a completed and signed authorization form, a person cannot serve in or be appointed to a volunteer, staff, or board position with GSU.

As a general matter, the decision whether to exclude or limit a prospective or current volunteer's participation is exclusively within the discretion of GSU. Factors to be considered by GSU in making such determinations include, but are not limited to, the type of volunteer duties for which the applicant is applying and the job-relatedness of each conviction to such volunteer duties, the nature and severity of the criminal conduct, the length of time since the criminal conduct occurred, and the applicant's efforts at rehabilitation. GSU's primary concern is always to safeguard the safety and best interests of its girl members. No prospective volunteer will be permitted to work with a minor until the criminal background investigation is complete.

The Chief Executive Officer (CEO), with approval from the Board of Directors, shall appoint appropriate individual(s) who will be responsible for obtaining a criminal background investigation through a third party such as IntelliCorp. Information on any criminal activity identified during the investigation shall be presented to the CEO and Board Chair with a copy to the applicant. The applicant shall have the opportunity to respond to the information contained in the investigation or report. If the applicant feels the information provided in the background check is incorrect, the applicant should resolve any disputes directly with the criminal background registry from which the information is obtained. It is the applicant's responsibility to correct the information, not GSU's duty. Until GSU receives a correction from the criminal background registry, GSU will assume that the information received is correct.

The CEO shall consider the information contained in the report and shall determine whether to accept the individual's application based on the factors set forth above. The decision to appoint the volunteer shall be in the sole discretion of the CEO.

GSU reserves the right to request a criminal background check on any household member residing in the potential or current volunteers' home. GSU reserves the right to deny volunteer participation based on family members' criminal background. GSU reserves the right to restrict the volunteer to certain duties or participation as a volunteer. GSU reserves the right to restrict the interaction of the volunteer's household members with Girl Scouts at Girl Scout activities or functions.

GSU will maintain the complete confidentiality of all information obtained through criminal background checks, reference checks, and all information on application forms, including information regarding disqualification decisions.

NOTE: Girl Scouts of Utah will not discriminate against any person on the basis of race, color, creed, sex, religion, age, disability, national origin, citizenship, or marital status.

**CRIMINAL BACKGROUND SEARCH
VOLUNTEER AUTHORIZATION AND RELEASE**

All information provided will be kept confidential.

Complete this form in its entirety and return it to Girl Scouts of Utah (GSU). GSU's consideration of you for a volunteer position is contingent upon your accurate completion of this form and upon the completion and review of a criminal background search. By signing this form, you certify that the information contained in it is correct and complete, and you also authorize criminal background investigations to be performed periodically as long as you are a registered volunteer or if you ever become employed by or serve in some other capacity with GSU. **Please print legibly using ink.**

_____ Gender: (circle one) Female Male
 Last Name First Name Middle Name

_____ Date of Birth: ____/____/____ Social Security # _____
 Former last name(s) or any other names used month/day/year

_____ Street Address City State Zip

Phone: (____) _____ Driver's License (State issued and No.) _____

List state(s) you have lived in for the past 7 years: _____

Have you or any person currently living in your household ever been convicted of a crime (other than minor traffic violations)? No _____ Yes _____

If yes, please state crime, date, location, and person in household who committed the crime: _____

Authorization, Waiver, and Release

I give continuing permission for GSU or its agents to obtain at GSU's cost, information relating to my criminal history record from any jurisdiction. I understand that this information will be used to determine my eligibility for a volunteer position with GSU. A criminal history record, as received from backgroundchecks.com or other registry, may include arrest and conviction data as well as plea bargains and deferred adjudications. I also understand that if I am offered or serve in a volunteer position, GSU may conduct another criminal background search at any time, without my prior knowledge.

I acknowledge that I have been given a copy of GSU's Criminal Background Search Policy, which sets out GSU's criminal background check procedure. I understand that I will have an opportunity to review the criminal history record obtained with respect to my application to serve as a GSU volunteer, and that a procedure is available for clarification if I dispute the record as received. I also understand that providing false or incomplete information on this form, including Social Security number or date of birth, may be grounds for automatic exclusion from participation as a volunteer in GSU, regardless of the result of the criminal background search. I agree to immediately update the information contained in this form while I am applying to serve or am serving as a GSU volunteer or in any other capacity if any statement made in it changes or if I or any member of my household should be convicted of a crime (other than minor traffic violations).

I, the undersigned, intending to be legally bound, for myself, my heirs, agents, executors, and administrators, or anyone acting on my behalf, do release and will hold harmless and indemnify backgroundchecks.com and other criminal background registries and the Girl Scouts of Utah (and their respective officers, directors, agents, employees, administrators, and volunteers) from any and all present or future charges, allegations, complaints, claims, liabilities, actions, suits, expenses, losses, and damages of any nature (including attorneys' fees and court costs) without regard to the cause(s) thereof or the negligence of any person, corporation, or other entity resulting from or in any way related to the investigation of my criminal background or in connection with any service in any capacity for GSU, or from any released matter described above. These release, hold harmless, and indemnity provisions are irrevocable and do not cease to be effective if I do not become or cease to be a volunteer for GSU.

Applicant Signature _____ Date _____