

## **River Valleys Background Check Procedures and Information**

The safety and security of all Girl Scout members is a top priority. Background checks will be conducted on all new River Valleys volunteers. The process is free for new volunteers. Background checks will be completed online using a special link from the River Valleys website (make a special link to the page/form). The online background check takes about two minutes to complete and keeps volunteers' personal information (including their social security number\*) safe. The volunteer completing the background check and the third-party background check company are the only individuals able to view the information and there is no paper copies available.

Once the volunteer's information is submitted, the background check company will check all 50 states, federal databases, and the child predator database. Within 3-5 business days the council will receive notification from the company and it will take another 3-5 business days to process the information into the council's membership database/system.

An appointment letter will then be mailed directly to the volunteer notifying them of their appointment or non-appointment. (Please refer to the volunteer policies in the *Council Reference Guide* for non-appointments.) All volunteers must also complete Orientation before working directly with girls.

### **No Access to the Internet**

*Volunteers may NOT complete background checks for anyone other than themselves.* Volunteers who do not have Internet access at home are encouraged to utilize Internet access at their local public libraries or the five council service centers. Service units can also bring a laptop for volunteers to access the Internet during a regularly scheduled service unit meeting, if their meeting site has WiFi access, or set up a special time and date for local volunteers to complete background checks at a location that has Internet access (e.g. a coffee shop, school, business, etc.)

### **\*Protecting Your Social Security Information**

River Valleys never sees any of the volunteers' social security numbers. The third-party background check company deletes all but the last four digits of the volunteer's social security number. They keep the last four digits as verification with the individual's name and address.