



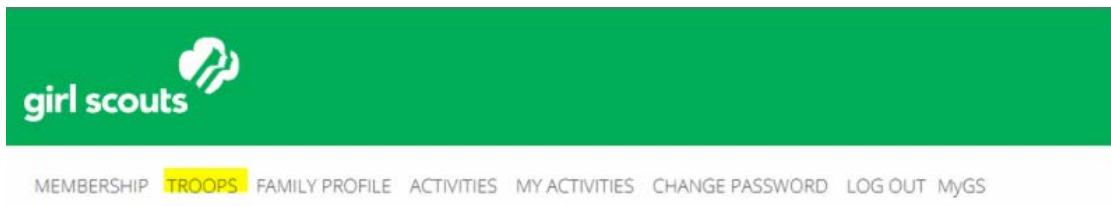
## Council Background Check FAQ for Leaders

January 24, 2017

As a part of the council's new volunteer management system, troop volunteers' background check status is now at the Troop Leader's fingertips in MyGS.

### 1. How can I find out which troop volunteers have a current, council background check (CBC)?

Log into MyGS and click on the TROOPS tab. All of your active girl and adults will be listed there.



Adults with background check information in their membership record will have an expiration date listed under the "CBC Expiration" column.

Adults					
Name	Participation	Status	Renewal Choice	CBC Expiration	

### 2. Which adult positions require a CBC?

Per GSCCC council policy, adults who work directly with the girls or troop funds, or anyone who assists with the Girl Scout experience (i.e. attending troop meetings, driving a carpool to a troop activity or assisting with cookie booth supervision) must be GSUSA members and must have a current background check.\* In MyGS, the most common troop volunteer positions requiring a CBC are Leader/Advisor, Treasurer, Troop Friends and Family, Product Sales-Fall, and Product Sales-Cookies.

### 3. How does the new CBC process work?

When an adult renews or selects a new volunteer position requiring a background check, MyGS sends an email to the address listed in the member's record alerting them to watch for another email from [TheAdvocates@VerifiedVolunteers.com](mailto:TheAdvocates@VerifiedVolunteers.com) with the subject line Invitation from Girl Scouts of California's Central Coast. Volunteers should follow the link in the email and complete the required information to begin the process. Verified Volunteers provides a secure way for members to obtain a background check. While including a social security number increases the speed and quality of the screening, only name, address, and birthdate are required for the screening process.



On January 25, GSCCC will send an invitation to all volunteers that do not have a current background check and need one. Leaders, please alert your troop volunteers to look for and act on the invitation email to start the background check process.

**4. I notice an \$8.00 charge for the background check. Must volunteers pay for this?**

GSCCC pays for the background check; however, Verified Volunteers gives volunteers the option to pay for all or part of the cost. Volunteers can see the results of their own background check and can share the screening with other organizations who use Verified Volunteers.

**5. What could possibly go wrong?**

- The email from Verified Volunteers goes to the member's Junk folder (for Gmail users: Social or Promotions tab)
- The email from Verified Volunteers gets buried under other email
- The volunteer is now using an email that is different from the one they used to register
- The birthdate in MyGS does not match the volunteer's actual birthdate

**Still need assistance?** Contact Customer Care [info@girlscoutscoc.org](mailto:info@girlscoutscoc.org) or 800-822-2427

**\*\*Note:** Vendors who provide a service to a Girl Scout troop, camp, or event that is supervised by Council staff or volunteers **MUST** have a background check, but are not required to purchase a membership.