

# Welcome!

## Thank you for your interest in being a volunteer with the Girl Scouts of Western New York!

Here are the steps you need to complete to become a volunteer with our organization.



### Application:

- Fill out the attached Volunteer Application – both pages please!
- Return the application to your respective service center:

**Cattaraugus/Chautauqua counties:** Girl Scouts of Western New York  
2661 Horton Road  
Jamestown, NY 14701

**Livingston/Monroe counties:** Girl Scouts of Western New York  
1020 John St.  
West Henrietta, NY 14586

**Genesee/Orleans/Wyoming counties:** Girl Scouts of Western New York  
50 Batavia City Centre  
Batavia, NY 14020

**Niagara & Northern Erie counties:** Girl Scouts of Western New York  
*(Tonawanda, Kenmore, Amherst, Clarence, Akron, Grand Island)*  
5000 Cambria Rd.  
Lockport, NY 14094

**City of Buffalo & the remainder of Erie county:** Girl Scouts of Western New York  
5000 Cambria Road  
Lockport, NY 14094

### Background Check:

- Complete the Background Check form and return to the address listed on the form.

### References:

- Give the 3 reference forms to friends or co-workers to complete (no family members please). Each reference should return her/his form directly to the appropriate service center; addresses are indicated on the reference form.

### Approval & Next Steps:

- Once the forms are received and your background check is cleared, you will receive an official approval letter in the mail.
- The letter will detail your next steps. Regardless of which volunteer position you desire, we will provide training to help you be successful!



Girl Scouts of Western New York, Inc.

[www.gswny.org](http://www.gswny.org)

Volunteer Application

Name (First, MI, Last):		Date:
Address:		
City:		State: Zip:
Home Phone:	Cell Phone:	Work Phone:
E-mail:		
Occupation:		
Current Employer:		

**INTEREST INDICATORS**

Have you ever been a registered member of the Girl Scouts? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of years as a girl:	Number of years as an adult:	
Position desired:		
What type of volunteer work would you like to do? (Check all that apply)		
Girl Scout Pathways (Direct service to girls):		
<input type="checkbox"/> Facilitate a program	<input type="checkbox"/> Lead a troop	<input type="checkbox"/> Manage program sales
<input type="checkbox"/> Mentor girls	<input type="checkbox"/> Teach a skill	<input type="checkbox"/> Troop volunteer
<input type="checkbox"/> Work in the outdoors	<input type="checkbox"/> Transportation	<input type="checkbox"/> Organize special events
<input type="checkbox"/> Other:		
Girl Scout Pathways (Indirect service to girls):		
<input type="checkbox"/> Fund-raising	<input type="checkbox"/> Manage troop sales program	<input type="checkbox"/> Mentor adults
<input type="checkbox"/> Public speaking/community affairs	<input type="checkbox"/> Staff program events	<input type="checkbox"/> Training/development of adults
<input type="checkbox"/> Work on an adult committee	<input type="checkbox"/> Transportation	<input type="checkbox"/> Organize special events
<input type="checkbox"/> Office/clerical work	<input type="checkbox"/> Computer systems	<input type="checkbox"/> Other:
List any specialized skills/talents/interests:		
Times available to volunteer: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.		
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening		
Age group preferred (if relevant to position):		
Is there an existing troop you would like to join? If so, what is the troop number?		
In which community or area do you wish to volunteer? (List service unit name if you know it.):		
Do you speak a language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what is it?	
Have you ever worked with children? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what age groups?	
What interested you in volunteering with the Girl Scouts?		
<input type="checkbox"/> recruited at a Teddy Bear Tea, Brownie Bash, or Open Enrollment – Date: _____		
<input type="checkbox"/> recruitment table – Event: _____		
<input type="checkbox"/> encouraged by a friend		
<input type="checkbox"/> general interest		

## REFERENCES

List three (3) persons *who are not relatives* and have agreed to serve as a reference, and who can judge your qualifications to be a Girl Scout volunteer.

- If you have previous volunteer experience in another organization, one of the references should be from that organization.
- If you have previously worked with children, one of your references should relate to that particular experience.

Please provide a complete mailing address, including apartment and/or suite number, and zip code. *Incomplete information will delay the processing of your application.*

Name (First, MI, Last):		Relationship:	
Address:			
City:		State:	Zip:
Home Phone:	Cell Phone:	Work Phone:	
E-mail:			

Name (First, MI, Last):		Relationship:	
Address:			
City:		State:	Zip:
Home Phone:	Cell Phone:	Work Phone:	
E-mail:			

Name (First, MI, Last):		Relationship:	
Address:			
City:		State:	Zip:
Home Phone:	Cell Phone:	Work Phone:	
E-mail:			

Signature:	Date:
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**Please mail your completed application to the appropriate service center.**

Genesee/Orleans/Wyoming counties:	Girl Scouts of Western New York, Inc. 50 Batavia City Centre      Batavia, NY 14020
Niagara and Northern Erie Counties: <i>(Tonawanda, Amherst, Kenmore, Akron, Clarence, Grand Island)</i>	Girl Scouts of Western New York, Inc. 5000 Cambria Road      Lockport, NY 14094
City of Buffalo & remainder of Erie County	Girl Scouts of Western New York, Inc. 5000 Cambria Road      Lockport, NY 14094
Livingston/Monroe counties:	Girl Scouts of Western New York, Inc. 1020 John Street      West Henrietta, NY 14586
Cattaraugus/Chautauqua counties:	Girl Scouts of Western New York, Inc. 2661 Horton Road      Jamestown, NY 14701

## Statement

The Girl Scouts of Western New York (GSWNY), Inc. is committed to providing a safe and quality program for girls in the community. In order to safeguard the girls in our care, GSWNY requires that each volunteer complete a volunteer application form. This includes authorization to check the background and personal and professional references.

Checking of the background is a component of GSWNY's volunteer placement procedure. The criminal and sex offender background check is conducted by our vendor Intellicorp, and includes criminal records searches of convictions, inmate records, and sex offender registries.

## **GSWNY volunteers who will be serving in the following volunteer positions will complete a background check:**

- Any volunteer who has or may have leadership responsibilities for girls, such as troop and group leaders and assistant leaders.
- Board members.
- Any volunteer with financial responsibilities, including product sale and finance consultants.
- All service team members who provide leadership for other volunteers or girls.
- Please be aware this procedure also applies to employed staff.

## Screening Process

To complete your background check:

1. Review and complete the authorization form, including providing your social security number and date of birth.
2. Please note that failure to complete the process or providing false information, including social security number and date of birth, may be considered justification for non-acceptance or dismissal from a volunteer position.
3. Once you complete the form, mail it to Vice President of Membership, 5000 Cambria Rd, Lockport, NY 14094
4. The information will be submitted to Intellicorp.
5. Background checks that find a criminal or sex offender conviction will be provided to the HR Director. If there are no convictions no report will be provided. Please note that all information received from Intellicorp will be handled in a confidential manner.
6. GSWNY will review each conviction record on a case-by-case basis. Factors to be considered include, but are not limited to, the nature and severity of the crime, the relationship of the conviction to the potential assignment, and the length of time since the criminal conduct occurred.
7. Should you be disqualified, you will receive notification about the results via mail.
8. If you disagree with the results of the check, you have thirty (30) days to report the results you believe to be incorrect to Intellicorp, who is the reporting source. GSWNY will rely upon the information contained in the criminal history report until a corrected report has been provided. Please contact Intellicorp directly for assistance with the correction process.

## Disqualification from Volunteer Participation

The decision to exclude or limit an individual's participation as a volunteer is solely within the discretion of the Girl Scouts of Western New York, Inc. Factors to be considered include, but are not limited to, the nature and severity of the crime, the relationship of the conviction to the potential assignment, and the length of time since the criminal conduct occurred. The Human Resources (HR) Director and CEO will review each situation on a case-by-case basis.

## Confidentiality

The council will maintain the confidentiality of all criminal background information, including information regarding disqualification decisions. Additional information about this process may be found in the Background Check– Q & A.

**Why is Girl Scouts of Western New York (GSWNY) doing background checks?**

The Girl Scouts of Western New York is committed to providing a safe and quality program for girls in the community. The safety of the girls is the most important consideration in the appointment of a volunteer. In order to safeguard the girls in our care, GSWNY has developed a system for conducting criminal and sex offender background checks on volunteers.

**What is the Girl Scouts of the United States (GSUSA) position on background checks of volunteers?**

GSUSA in 2003 issued *Screening Guidelines for Volunteers and Employees*, including recommendations that councils have an application, references and criminal background checks on employees, troop and group leaders and assistant leaders, camp volunteers, product sale and program consultants, service team members, travel chaperones and board/committee members.

**What is required and how will the information be used?**

The applicant must provide their name, date of birth, and their social security number. GSWNY has selected Intellicorp, a GSUSA recommended vendor, to process the background check. Intellicorp will use the information to report on the criminal and sex offender history of the individual. This report is used to determine eligibility for a volunteer position with GSWNY. Your Social Security number will not be used for anything other than the background check.

**Who is Intellicorp?**

IntelliCorp is a leading provider of innovative decision-support products for employment and background checks. They maintain criminal records in 47 states and the District of Columbia -consisting of public criminal records from individual county courts as well as statewide sources such as the Department of Corrections. Combined with Sex Offender records, IntelliCorp is continually expanding and building this national database on a daily basis. Additionally, as an affiliate of the Insurance Services Offices (ISO), IntelliCorp has strengthened its position in the marketplace and its ability to serve the needs of every law enforcement and reporting agency in the Country. Their web site is [www2.intellicorp.net](http://www2.intellicorp.net). IntelliCorp's products are being used by many of the largest companies in the retail, delivery, services, manufacturing, hotel, restaurant, property management and health care industries. They provide pre-employment, volunteer and tenant screening as well as research services nationwide. The services are restricted to legitimate businesses that have an appropriate business need for the information. All approved subscribers (like GSWNY) have been carefully screened and qualified under the company's enrollment process. They are Fair Credit Reporting Act (FCRA) compliant.

**What is the Fair Credit Reporting Act?**

FCRA is the law, enforced by the Federal Trade Commission, designed to promote accuracy and ensure the privacy of the information used in consumer reports, including those that verify criminal or sex offender history.

**What information is included in the background check?**

This background check includes criminal records searches of convictions, court records, inmate records, and sex offender registries. It does not include credit checks or motor vehicle checks.

**What if GSWNY receives criminal history or sex offense results that indicate that I have a conviction record?**

The decision to exclude or limit an individual's participation as a volunteer is solely within the discretion of GSWNY. Factors to be considered include, but are not limited to, the nature and severity of the crime, the relationship of the conviction to the potential assignment, and the length of time since the criminal conduct occurred. GSWNY will review each record on a case-by-case basis.

**Who decides if I can volunteer or continue to volunteer?**

The decision to exclude or limit an individual's participation as a volunteer is solely within the discretion of GSWNY. The Vice President of Membership and CEO will review each situation on a case-by-case basis. The CEO shall have the ultimate decision-making authority.

**What if GSWNY receives criminal history results that I believe are incorrect?**

According to FCRA, you have thirty (30) days to report the results you believe to be incorrect to Intellicorp, who is the reporting source. GSWNY will rely upon the information contained in the criminal history report until a corrected report has been provided. Please contact Intellicorp directly for assistance with the correction process.

**How will my authorization form be stored?**

Forms will be stored in a locked file with access limited to the HR Director and the CEO.



\_\_\_\_\_ has applied for a position as a \_\_\_\_\_ with the  
Girl Scouts of Western New York with the \_\_\_\_\_ Service Unit.  
(town or city)

Please help us evaluate her/his potential for the above position. Answer the following questions and return this form to the appropriate Girl Scout service center (addresses listed on next page). Your prompt response is greatly appreciated, as the candidate cannot be approved as a leader until references are returned.

**1) How well does the applicant direct and influence others? (Choose one)**

- Exceptional, inspires others along desirable lines of action
- Very skilled at directing others
- Normally successful directing others
- Usually follows the lead of others
- Unable to direct others

**2) How well does the applicant work with others? (Choose one)**

- Exceptional, inspires confidence in others
- Cooperates willingly and actively, makes things go smoothly
- Usually cooperates with others
- Limited cooperation
- Cooperates grudgingly

**3) How well does the applicant react to suggestion or criticism? (Choose one)**

- Asks for feedback
- Follows willingly
- Listens but may react without considering input from others
- Takes criticism as a personal insult
- Resents suggestions

**4) Can the applicant complete things competently on her own? (Choose one)**

- Exceptional, able to work effectively with minimal supervision
- Carries out routine activities on her own
- Needs detailed instructions and some supervision
- Does satisfactory work with constant supervision
- Irresponsible even under supervision

**5) How well does the applicant follow through on tasks? (Choose one)**

- Unusual perseverance, does more than expected
- Industrious, energetic, dependable
- Completes assigned tasks
- Needs much prodding to complete tasks
- Indifferent, does not complete tasks

**6) How does the applicant respond to stress? (Choose one)**

- Exception ability to assess a situation and make rational decisions
- Good, capable of thinking clearly
- Will follow established response guidelines
- Poorly, incapable of making decisions
- Reacts irrationally

**7) How does the applicant interact with children? (Check all that apply)**

- Treats them with respect
- Listens and tries to understand
- Kind and fair
- With enthusiasm and energy
- Impatient
- Overly firm, controlling

**8) How do you know the applicant?**

**9) How long have you known the applicant?**

**10) What is the applicant's greatest strength?**

**11) Would you recommend this person as your daughter's leader?  Yes  No**

**12) Additional comments?**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this reference to the appropriate service center  
based on where the volunteer candidate lives:

<b>Cattaraugus/Chautauqua counties:</b>	Girl Scouts of Western New York Jamestown Office 2661 Horton Road Jamestown, NY 14701
<b>Livingston/Monroe counties:</b>	Girl Scouts of Western New York Rochester Office 1020 John St. West Henrietta, NY 14586
<b>Genesee/Orleans/Wyoming counties:</b>	Girl Scouts of Western New York Batavia Office 50 Batavia City Centre Batavia, NY 14020
<b>Niagara &amp; Northern Erie counties: (Tonawanda, Amherst, Kenmore, Grand Island, Clarence, Akron)</b>	Girl Scouts of Western New York Lockport Office 5000 Cambria Road Lockport, NY 14094
<b>City of Buffalo &amp; the remainder of Erie county:</b>	Girl Scouts of Western New York Lockport Office 5000 Cambria Road Lockport, NY 14094

***(Watch for updated information on our new GSWNY HQ address!  
Until further notice please send all membership materials for the City of Buffalo and the remainder  
of Erie County to our Lockport Office.)***

Thank you for your assistance in this process!

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**13) How well does the applicant direct and influence others? (Choose one)**

- Exceptional, inspires others along desirable lines of action
- Very skilled at directing others
- Normally successful directing others
- Usually follows the lead of others
- Unable to direct others

**14) How well does the applicant work with others? (Choose one)**

- Exceptional, inspires confidence in others
- Cooperates willingly and actively, makes things go smoothly
- Usually cooperates with others
- Limited cooperation
- Cooperates grudgingly

**15) How well does the applicant react to suggestion or criticism? (Choose one)**

- Asks for feedback
- Follows willingly
- Listens but may react without considering input from others
- Takes criticism as a personal insult
- Resents suggestions

**16) Can the applicant complete things competently on her own? (Choose one)**

- Exceptional, able to work effectively with minimal supervision
- Carries out routine activities on her own
- Needs detailed instructions and some supervision
- Does satisfactory work with constant supervision
- Irresponsible even under supervision

**17) How well does the applicant follow through on tasks? (Choose one)**

- Unusual perseverance, does more than expected
- Industrious, energetic, dependable
- Completes assigned tasks
- Needs much prodding to complete tasks
- Indifferent, does not complete tasks

**18) How does the applicant respond to stress? (Choose one)**

- Exception ability to assess a situation and make rational decisions
- Good, capable of thinking clearly
- Will follow established response guidelines
- Poorly, incapable of making decisions
- Reacts irrationally

**19) How does the applicant interact with children? (Check all that apply)**

- Treats them with respect
- Listens and tries to understand
- Kind and fair
- With enthusiasm and energy
- Impatient
- Overly firm, controlling

**20) How do you know the applicant?****21) How long have you known the applicant?****22) What is the applicant's greatest strength?****23) Would you recommend this person as your daughter's leader?  Yes  No****24) Additional comments?**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this reference to the appropriate service center  
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**25) How well does the applicant direct and influence others? (Choose one)**

- Exceptional, inspires others along desirable lines of action
- Very skilled at directing others
- Normally successful directing others
- Usually follows the lead of others
- Unable to direct others

**26) How well does the applicant work with others? (Choose one)**

- Exceptional, inspires confidence in others
- Cooperates willingly and actively, makes things go smoothly
- Usually cooperates with others
- Limited cooperation
- Cooperates grudgingly

**27) How well does the applicant react to suggestion or criticism? (Choose one)**

- Asks for feedback
- Follows willingly
- Listens but may react without considering input from others
- Takes criticism as a personal insult
- Resents suggestions

**28) Can the applicant complete things competently on her own? (Choose one)**

- Exceptional, able to work effectively with minimal supervision
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- Needs detailed instructions and some supervision
- Does satisfactory work with constant supervision
- Irresponsible even under supervision

**29) How well does the applicant follow through on tasks? (Choose one)**

- Unusual perseverance, does more than expected
- Industrious, energetic, dependable
- Completes assigned tasks
- Needs much prodding to complete tasks
- Indifferent, does not complete tasks

**30) How does the applicant respond to stress? (Choose one)**

- Exception ability to assess a situation and make rational decisions
- Good, capable of thinking clearly
- Will follow established response guidelines
- Poorly, incapable of making decisions
- Reacts irrationally

**31) How does the applicant interact with children? (Check all that apply)**

- Treats them with respect
- Listens and tries to understand
- Kind and fair
- With enthusiasm and energy
- Impatient
- Overly firm, controlling

**32) How do you know the applicant?****33) How long have you known the applicant?****34) What is the applicant's greatest strength?****35) Would you recommend this person as your daughter's leader?  Yes  No****36) Additional comments?**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

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