

Volunteer Management Procedures

Volunteer Recruitment

Girl Scouts of NE Kansas & NW Missouri (GSKSMO) makes every effort to ensure the Girl Scout Movement continues forward, that all members have an equal opportunity to participate and to ensure appropriate adult leadership is available for the girl members. GSKSMO focuses on recruiting and retaining membership that is reflective of the diversity of the communities it serves, from a variety of sources and through different participation pathways.

Diversity/Inclusion

GSKSMO respects, values, embraces, and celebrates differences. We welcome girls and adults from every race, ethnic, religious, and socio-economic group as well as those with mental and physical disabilities, to participate in Girl Scouting.

Volunteer Placement

Effective screening of prospective volunteers allows candidates to be matched with the position that best meets their skills, interests, and schedule. The screening process begins with an interview with a SU recruiter or council membership staff and passing a criminal background check. The volunteer is then notified of their appointment to a volunteer role and the training requirements. Every attempt will be made to place volunteers in positions that meet their needs, the needs of the SU and troops and the needs of the council.

In instances when an individual is not appointed, the judgment of the council, based on established criteria, will take precedence. Individuals not placed in a position for which they applied may be considered for other positions. The council reserves the right to decline appointment approval if information received through the screening process indicates qualifications are not suitable for the position.

- **Background checks** may include but are not limited to: county, state and federal criminal records, driving violations and state and federal sex offender registries. Background checks are conducted every three years as long as the volunteer remains active.
- **Consent:** No line of investigation will be launched without the full knowledge and informed consent of the current or prospective volunteer. Written consent will be disclosed and provided on volunteer application and provided on Assurint volunteer background check portal.

Confidentiality

To ensure privacy, social security number and date of birth are submitted online by individuals. Any information collected from any source in the screening protocol will be considered strictly confidential and protected thoroughly by Girl Scout policies and procedure that define storage, accessibility, and disposal.

In accordance with Federal Credit Reporting Agency (FCRA) guidelines, if there are any criminal records found during the search, the applicant must be provided with notification that

the organization that requested this action has received their results. Our provider, Assurint, will send this notification directly to the volunteer services department who will notify applicant if this situation applies. Prospective volunteers who do not complete a volunteer application and criminal background check will not be placed in a volunteer position or allowed to participate in Girl Scout activities.

Appointment/Re-appointment Criteria

GSKSMO appoints/re-appoints a volunteer based on the successful completion of position accountabilities, established goals and meeting the overall criteria for appointment/reappointment. This assessment is done every year.

- Girl Scout membership registration – not required for all volunteer positions (see website for current list)
- Acceptance and support for the Girl Scout Promise and Law
- Approved Criminal Background Check (conducted every 3 years)
- Compliance with completing volunteer position training
- Submission of a Troop/Group Financial Report and matching bank statement
- Agreement to fulfill the responsibilities of the volunteer position
- Satisfactory performance overall

Girl Scout Leadership Requirements:

Adult volunteers in leadership positions must be at least 18 years of age. Each grade level must have at least two adult leaders. Because the female role model is essential to fulfilling the purpose of Girl Scouting, at least one member of the leadership team must be an adult female. During all troop meetings and related small-group activities, the leaders or other responsible, approved adult volunteer members must be present, and at least one of these must be an adult female not related to the other adults.

Required Trainings

- Council New Leader Training
- Service Unit Orientation
- Additional training is required based on program activity. Consult council website for further listings.