

GIRL SCOUTS OF SOUTHWEST TEXAS

Criminal Background Check

I. NOTICE AND AUTHORIZATION REGARDING CONSUMER REPORT - The purpose of this Notice and Authorization is to inform you that the Girl Scouts of Southwest Texas ("Girl Scouts") requests a consumer report (including a background/criminal record check) under the federal Fair Credit Reporting Act on all volunteers who come in contact with girls or money. These background/criminal record checks are performed in compliance with the federal Fair Credit Reporting Act to ensure a safe working environment.

The Girl Scouts require, as a prerequisite to providing volunteer services, that all individuals seeking work in contact with girls or manage Girl Scout monies consent to a consumer report and provide certain identifying information to facilitate this process. Failure to consent to a consumer report, including a background/criminal record check, will result in ineligibility to provide volunteer services to girls or manage Girl Scout monies. Information obtained is confidential as provided by law, and will be used and retained only as authorized by law.

II. EXPLANATION & INSTRUCTIONS

- You must complete this form to be considered for any volunteer position. Any volunteer appointment is contingent upon the completion and review of a criminal background check.
- Any question(s) left blank may result in incorrect information about your criminal background. Also, this may delay the processing of your form. Information about service unit, can be answered by your Service Unit Director (SUD) or Membership Development Executive (MDE).
- Return this completed form to your Orientation Presenter or to your MDE.

III. EXPECTATIONS – As a role model for girls, my behavior and judgment is very important. By serving as a Girl Scout volunteer or employee, I realize I am committing to following the principles of the Girl Scout Promise and Law, the Mission and all national and council policies, standards and procedures.

THE GIRL SCOUT MISSION

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

THE GIRL SCOUT PROMISE

On my honor, I will try
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law

THE GIRL SCOUT LAW

I will do my best to be:
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

IV. AUTHORIZATION TO RELEASE INFORMATION – I authorize the Girl Scouts of Southwest Texas and their authorized representatives to obtain consumer reports on me, including background/criminal record checks, as part of the Girl Scouts' background investigation. This authorization shall remain valid and serve as an ongoing authorization for the Girl Scouts and their authorized representatives to obtain consumer reports on me at any time while I am providing volunteer services to the Girl Scout Council. I authorize any person, organization, governmental authority or other party to release and disclose information and cooperate in the obtaining and producing of consumer reports on me.

I understand that this information will be used in part to determine my eligibility for an employed or volunteer position with the Girl Scouts of Southwest Texas. I also understand that the criminal history could contain information presumed to be expunged. I understand that I will have an opportunity to review the criminal history as received by the Girl Scouts of Southwest Texas and a procedure is available for clarification, if I dispute the record as received. I further understand, however, that in accordance with applicable provisions of Texas law, I will not be allowed to keep or photocopy my criminal history record transcript.

I, the undersigned, do for myself, my heirs, executors, and administrators, hereby remise, release, and forever discharge and agree to indemnify and hold harmless Intellicorp and the Girl Scouts of Southwest Texas and each of their respective officers, directors, employees, and agents from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (INCLUDING CLAIMS FOR NEGLIGENCE, GROSS NEGLIGENCE, AND/OR STRICT LIABILITY OF INTELLICORP AND THE GIRL SCOUTS OF SOUTHWEST TEXAS) and any and all related attorney's fees, court costs, and other expenses, resulting from the investigation of my background in connection with my application to become a volunteer/employee with the Girl Scouts of Southwest Texas.

To complete this online you will need the following information, please go to the following website at <https://gsswt.volunteerportal.net>

Your password is "Volunteer" and this system will be available after July 1, 2009.

Criminal Background History Check

V. VOLUNTEER INFORMATION - Please provide the information requested on this form if you do not provide all the information requested on this form, then your eligibility as a volunteer will be withdrawn. The Girl Scouts of Southwest Texas will retain this form.

PLEASE PRINT CLEARLY. USE BLUE OR BLACK INK. DO NOT LEAVE ANY SPACES BLANK.

SERVICE UNIT _____			TROOP NUMBER _____			E-MAIL _____			
POSITION: SUD	SERVICE TEAM	TROOP LEADER	CO- LEADER	CHAPERONE	TCL	CAMPING	TREASURER	TNM	TCM
FIRST NAME _____			M.I. _____			LAST NAME _____			
ADDRESS _____				CITY/STATE _____			ZIP _____		
(_____) _____ HOME PHONE			(_____) _____ BUSINESS PHONE			(_____) _____ CELL/MOBILE PHONE			
SOCIAL SECURITY # (REQUIRED) _____			BIRTH DATE (REQUIRED) _____/_____/_____			SEX <u>F</u> <u>M</u>			
LICENSED DRIVER? YES NO			DRIVER LICENSE # (REQUIRED) _____			STATE: _____			
RACE: WHITE BLACK ASIAN			HAWIIAN/PACIFIC ISLANDER			AM. INDIAN OR ALASKAN NATIVE HISP./LATINA OTHER			

Note: Social Security #, driver's license # and birth date are required for us to run a Criminal Background Check. Incomplete forms will be returned to you for completion

MAIDEN NAME AND/OR ANY OTHER NAMES USED: _____

EMPLOYER NAME: _____ **OCCUPATION** _____

How long have you lived in Texas? _____ If less than 1 year, please list previous state(s) of residence: **(Use additional sheets if necessary)**

<u>Address</u>	<u>City/County/ State</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____

To assist the Girl Scouts in conducting a criminal record search, please state whether you have ever been convicted, received a deferred adjudication or a suspended sentence for a felony or misdemeanor (other than a minor traffic offense)? **YES NO**

Please note that answering in the affirmative will not necessarily disqualify you from serving as volunteer. The Girl Scouts will consider the nature of the volunteer service to be performed, as well as the nature of the conviction, and the length of time since the conviction occurred. If you answered "Yes" to the question above, please provide the details in the space provided below:

<u>Date of offense</u>	<u>City/County/State</u>	<u>Nature of Offense</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____

VI. Acknowledgment

I acknowledge that I have read and understand this supplemental background information form. I verify that the information I have provided on this form is true, correct and complete and contains no omissions. I agree to provide the Girl Scouts with additional information, if requested, in order to complete my background/criminal records check under the Fair Credit Reporting Act. I understand that false, incorrect, misleading or incomplete information on this form will result in the withdrawal of my eligibility to serve as a volunteer.

Applicant's Signature _____ Date _____

By signing below, I have read the **AUTHORIZATION TO RELEASE INFORMATION** (on the reverse side). I acknowledge receipt of this disclosure and authorize the Girl Scouts to request consumer reports on me.

Applicant's Signature _____ Date _____

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. § 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency, or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve (12) employment months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you for a copy of the report.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source must also advise national CRA's – to which it has provided the date – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute. If the information is accurate, it will be removed only when it becomes outdated (as described below) or if it cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; a ten-year limitation applies for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two (2) years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user (in some cases) a provider of CRA data violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA.

(over)

For Questions or Concerns Regarding:	Please Contact:
CRAs, creditors and others not listed below.	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appears in or after the bank’s name.	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks.)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appears in federal institution’s name.)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in the institution’s name.)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System.	Federal Deposit Insurance Corporation Division of Compliance and Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission.	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921.	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051