



Girl Scouts of the
Northwestern Great Lakes, Inc.
P.O. Box 9427
Green Bay, WI 54308-9427
920.469.4860/888.747.6945
www.gsnwgl.org

Thank you for your interest in Volunteering with Girl Scouts of the Northwestern Great Lakes!

Our volunteers are truly essential to our mission of building girls of courage, confidence and character. If you have any questions about the volunteer application process, please contact the Adult Development Department, 888.747.6945, ext. 5019.

Sincerely,

Adult Development Staff

Volunteer Application Process

- 1.) Please complete this electronic version of the volunteer application. (This document is formatted as a writable PDF.) Volunteers should save the completed document to their computer or removable drive, and email as an attachment to volunteer@gsnwgl.org. (To return your application via U.S. mail, send a printed copy to Girl Scout Northwestern Great Lakes, Attn: Adult Development, 3910 Chestnut Street, Wisconsin Rapids, WI 54494)
- 2.) When the application is received, you will be emailed a link and password to our secure background check site. Volunteers are asked to visit the site and complete the process within three (3) business days, if possible. Results will be forwarded to GSNWGL's Adult Development Department.
- 3.) Your area Membership Manager will contact you to schedule a brief interview. (New Volunteers only.)
- 4.) Within the application, volunteers are asked to list three (3) personal references, including email addresses. The Adult Development Department will contact each reference and ask each to return a brief survey via email. If you are a current volunteer completing an updated application, this step is not necessary.
- 5.) When the background check results have been reviewed, interview completed and references received, a decision will be made regarding volunteer approval. Approved volunteers will receive an appointment letter via email. Applicants who have been denied or have restrictions regarding volunteer activities will receive notification via U.S. mail.
- 6.) Applicants who have been declined or restricted may request information on their background check results. Issues or concerns regarding restrictions or denials should be directed to the Adult Development Director.



Girl Scouts®

Girl Scouts of the Northwestern Great Lakes, Inc.
3910 Chestnut Street, Wisconsin Rapids, WI 54494
715.423.6360 / 888.747.6945
www.gsnwgl.org

Program Year _____

(Example 2009-2010)

Please check one:

_____ I am applying to be a new Volunteer.

_____ I am a current GSNWGL Volunteer who has been asked to complete the re-application process.

Volunteer Application and Criminal Background Check Authorization

Personal Data – Please list full legal name (no nicknames.)

Name _____
Last First Middle Maiden

Address _____
Street City/State/Zip

How long have you lived at this address? _____ Email _____

Telephone _____
Home Work Cell

Preferred Method of Contact _____

Occupation _____ Current Employer _____

Interests and Availability

I wish to work with (grade level) _____ graders at (school name) _____
in (city/town/village) _____

Are you applying to volunteer with a specific, existing troop? Yes No

If yes, please list troop number (if known) _____

I wish to volunteer with GSNWGL, but do not have a specific location in mind. Please contact me regarding possible placement opportunities.

In what volunteer position would you like to be placed?
(check one)

- Primary Troop Leader (01)
- Troop Co-Leader (02)
- Troop Volunteer/Helper (03)
- Transportation
- Manage Troop Product Sales Program
- Camp Volunteer
- Assist with Council Program Events
- Other _____

In addition, I am willing to assist with
(check all that apply)

- Fund-raising
- Training/Development of Adults
- Organize Special Events
- Office/Clerical Work
- Other _____
- Other _____
- Other _____
- Other _____

I am interested in being matched with a volunteer coach (an experienced volunteer who can provide ideas, feedback and mentoring). Yes No

List any specialized skills/talents/interests/previous volunteer experience _____

Have you ever been a registered member of the Girl Scouts? Yes No

Do you speak any languages other than English? If so, please list. _____

Background Check Authorization and Consent for Release of Information

I understand that the pre-appointment background check requires my full name, date of birth, and Social Security Number. I understand that the information I have provided may be verified by contacting persons or organizations listed in this application, or by contacting any person or organization that may have information concerning me.

I hereby consent and voluntarily authorize *Girl Scouts of the Northwestern Great Lakes, Inc.* to obtain an independent criminal background report and Social Security Number validation report. I further authorize said council to request or receive information including motor vehicle reports, past employment and education records, and/or references from any persons, schools or previous employers only if pertinent to my potential work as a volunteer. I further understand that a credit report may be requested if my assignment includes the handling of money.

I certify that the entries made by me in this form are true, complete and accurate to the best of my knowledge, and are made in good faith and voluntarily. I understand that any false statements or answers by me may disqualify me for volunteer services or will be sufficient grounds for termination. Moreover, I understand that failure to complete this form, and/or the online background check process will preclude me from volunteer opportunities with *Girl Scouts of the Northwestern Great Lakes, Inc.*

I further understand that at my request, I will receive a complete and accurate disclosure of the nature and scope of the background verification, in the event such investigation negatively affects my placement as a volunteer.

Signature _____ Date _____

***Please provide the following information.
Incomplete information will delay the processing of your application.***

Name (please print) _____

Please list all previous names used _____

Date of Birth _____

Please list all previous addresses since age 18. If exact address is unknown, please list street and/or city.

Street Address _____ City/State _____ Year(s) _____

Street Address _____ City/State _____ Year(s) _____

Street Address _____ City/State _____ Year(s) _____

Street Address _____ City/State _____ Year(s) _____

Have you ever been convicted of a criminal offense? (Please include any DUI charges; do not include other traffic citations.)

Yes No

Charge _____ City/State _____ Year _____

Charge _____ City/State _____ Year _____

Charge _____ City/State _____ Year _____