

**Girl Scouts of Virginia Skyline Council
Criminal Background Check
Policy and Procedures**

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★ Criminal Background Check Procedures ★

When a record of criminal history is received, the volunteer services specialist will review the record. If the history contains a conviction for any of the crimes listed in the policy statement, it will be referred to the Chief Executive Officer or his/her designated representative. A letter of pre-adverse action with a copy of the report will be sent to the individual by certified mail. The individual will have 10 days from the date of receipt to respond and take appropriate action to resolve the matter as described above. If the matter is not resolved within that timeframe, the Chief Executive Officer will send the adverse action letter to the individual by certified mail. A letter of rejection (containing no confidential information) will be sent to the Virginia Skyline Council supervisor of the applicant/volunteer, and the staff supervisor will receive a copy.

All records and information concerning positive background checks will be handled discreetly and confidentially. Records will be kept in a locked cabinet and accessed by the Chief Executive Officer or his/her designated representative.

