



Volunteer Systems “How To” Initiating a Background Check

Background checks are required for anyone who will be working directly with girls to provide the required number of adults to meet safety ratios for the troop’s grade level. Anyone who is handling troop funds, driving girls, or staying anywhere overnight with girls also require a background check

If you are not a registered member yet...

If you are not a registered member of Girl Scouts you will need to register first before you can take a role in a troop and have a background check completed. To register go to the Girl Scouts Heart of New Jersey website (www.gshnj.org) and click on any of the VOLUNTEER links you see!

After entering your basic contact information and clicking NEXT you will be presented with two Search boxes on a screen like this.

Enter the troop you will be helping in the search box on the left (see the **GOLD** outline) and a list of roles will display at the bottom of the screen.

Choose the Support Volunteer role by checking the box to the left - here.

It will show up in the “Your Selection” section in the middle of the screen, click NEXT to continue!

Select a volunteer role

From leading a troop to working on an event, we'll help you find a volunteer position that works for you. Enter a specific troop or group number, or search for opportunities near you that match your skills and interests. Have a question or need more information? Simply click on the title of the opportunity you'd like to know more about.

OR

Your Selection for

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
No Troop/Group selected							

Search Results

Distance (in miles)	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
0	Support Volunteer	12	Serving Hillsborough community, meeting at Home	Monthly Sun	September 30, 2018 1:00 PM	Troop	10

Your Selection

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input checked="" type="checkbox"/>	Support Volunteer	11	Serving Hillsborough community, meeting at Home	Monthly Sun	September 30, 2018 5:00 PM	Troop 60261	8

You are almost there...continue following the prompts to complete your membership registration and shortly you will be sent two emails (see examples on page 4) starting the process.

You must respond to the second email to allow your background check to be done!
Thank you for helping!

If you are a registered member but not sure whether or not your background check is current, or if you’ve never completed one, the next few pages are for you!

If you aren't sure if your background check has expired...

If you are a registered member, you will access Volunteer Systems using the GOLD MYGS link on the gshnj.org home page.

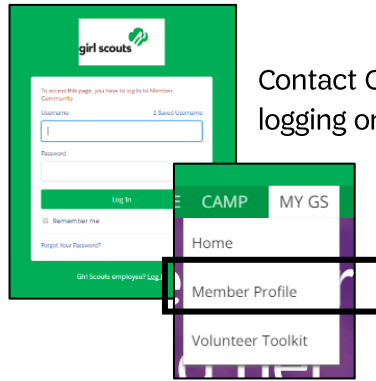
Your username is the same as the email address you used to register as a member and your password is what you created when you first joined the MyGS Member Community.

From here you can access your Member Profile.

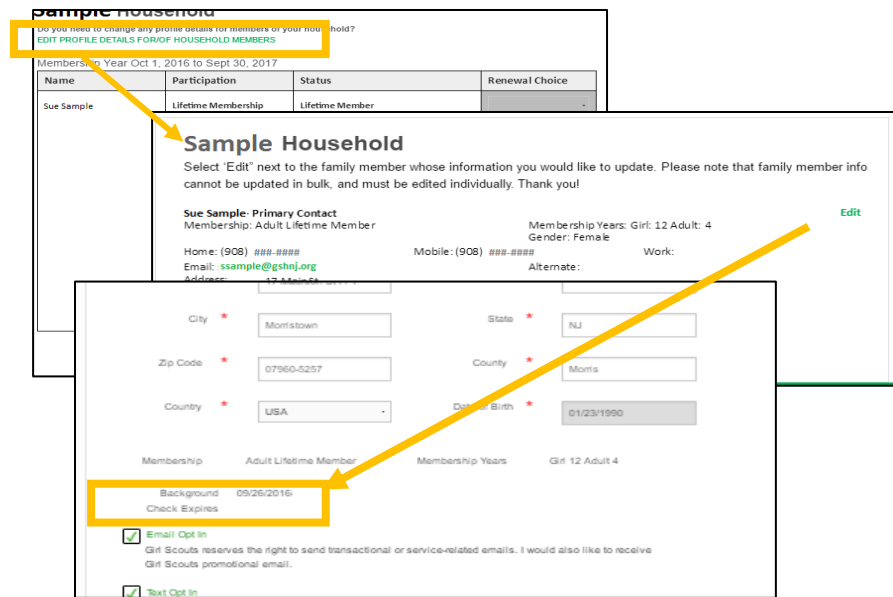
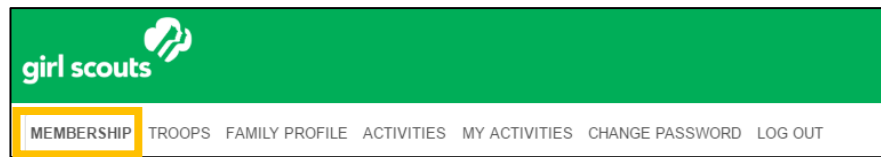
Click on the MEMBERSHIP tab to see your own membership record.

You can see if you have a background check and if it has expired by clicking on EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS shown here in the upper picture and outlined in GOLD.

Click on EDIT to see your personal details and your background check expiration shown in the lower picture and outlined in GOLD.



Contact Customer Care if you are having any trouble logging on and we can help. Our contact information and support hours are at the bottom of the page.



If your background check has expired...

If your background check has expired and you are already holding a job in your troop like in this picture - you will need to contact council staff to initiate the renewal process.

The easiest way to do this is to contact Customer Care using the information and hours listed at the bottom of this page.

Name	Participation	Status	Renewal Choice
Sue Sample	Lifetime Membership	Lifetime Member	
	Adult Members SU 999	Current	
	Leader/Advisor Troop 60999	Current	

[Add Role](#)

[CONTINUE](#)

If you are a member but never had a background check...

If you don't have a job in the troop yet, you'll choose Support Volunteer to initiate a background check. Support Volunteers are the folks who drive the girls to events, stay overnight with the troop (like at a Camporee), or help at meetings when both leaders can't be there.

After you are logged in, choose your MEMBER PROFILE and find your MEMBERSHIP tab. Click on **ADD ROLE** under your name in the Participation column.

Next you will see a screen where you can enter your troop number in the left SEARCH box to see a list of roles that your troop needs help with. Along with **Support Volunteer** you might see Troop Treasurer, First Aid/CPR, Troop Cookie Manager, and Troop Fall Product Manager.

Distance (in miles)	Title ▲	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
0	Support Volunteer	12	Serving Hillsborough community, meeting at Home	Monthly Sun	September 30, 2016 1:00 PM	Troop 99999	10

Choose the Support Volunteer job by checking the box on the far left column next to the job like you can see here.

Select a volunteer role

From leading a troop to working on an event, we'll help you find a volunteer position that works for you. Enter a specific troop or group number or search for opportunities near you that match your skills and interests. Have a question or need more information? Simply click on the title of the opportunity you'd like to know more about.

Troop # OR Zip Code
 Radius (miles)

Your Selection for Karen Briegs

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
No Troop/Group selected							

Search Results

Distance (in miles)	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input type="checkbox"/>	Support Volunteer	12	Serving Hillsborough community, meeting at Home	Monthly Sun	September 30, 2018 1:00 PM	Troop 99999	10

The job will show up in the middle of your screen in the section called 'Your Selection'. Click on the NEXT button and the role is yours!

Your Selection

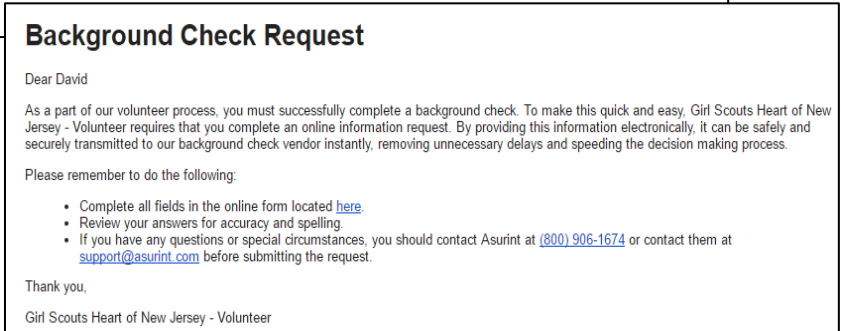
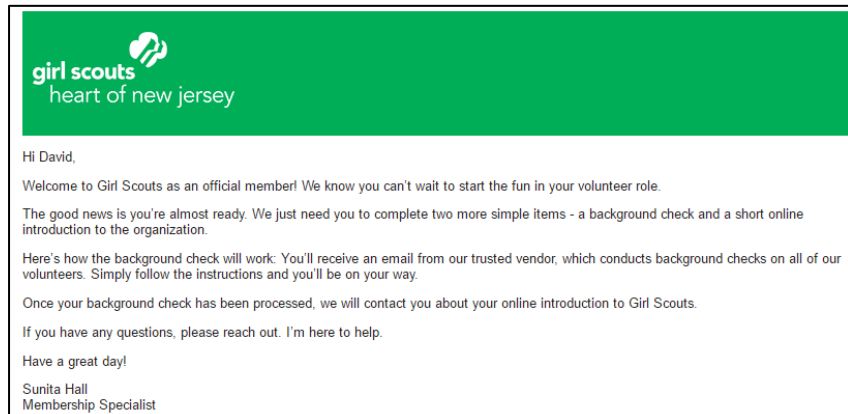
Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input type="checkbox"/>	Support Volunteer	11	Serving Hillsborough community, meeting at Home	Monthly Sun	September 30, 2018 5:00 PM	Troop 80261	8

Background check confirmation emails

Whatever your situation, you'll want to watch your email for two messages, one from Girl Scouts Heart of New Jersey (GSHNJ) and one from the background check vendor.

Follow the instructions carefully!

Background checks can take up to 10 days to complete and are valid for three years. When it is time to expire, you'll be notified so there's nothing for you to remember.



Thank you for Volunteering and for helping girls be G.I.R.L.s – Go-getters, Innovators, Risk-takers, and Leaders and making our world a better place every step of the way!