



**Thank you for volunteering! Read all information below before entering data for your background check**

**ONLY AUTHORIZED VOLUNTEERS MAY LOG ON TO THIS SITE.**

Please note that results of this background check are communicated to the volunteer by the HR Director and are not visible on the site. Unauthorized users will be charged the cost of the background check.

#### **WHO NEEDS A BACKGROUND CHECK?**

The Girl Scouts, Hornets' Nest Council (GSHNC) Volunteer Policy Manual requires those in the positions named below to clear a background check prior to volunteering.

**For Troops:** Troop leader/Advisor, co-leader/co-advisor, assistant leader/advisor, group leader/advisor, fall sale manager and cookie sale manager.

**For Service Units:** Service Unit Manager, Treasurer, Fall Sale Manager, Cookie Sale Manager, Trainer/Adult Learning Facilitator and Family Campaign Coordinator.

**Please complete a background check form online ONLY if you hold one of the positions named above.**

#### **COMPLETE YOUR BACKGROUND CHECK QUICKLY AND SAFELY ONLINE**

- Please click the link below to log onto the secure background check website:  
<https://hngirlscouts.volunteerportal.net>
- Enter the case sensitive password on the Welcome Page. (Please contact your Membership Specialist to obtain a password.)
- Enter your Personal Information. Items with an asterisk (\*) are required. Please provide an email address and phone number.
- Click NEXT and review all information to ensure its accuracy before proceeding.
- Click COMPLETE.

#### **NOTE: INCOMPLETE BACKGROUND CHECKS**

If you QUIT without clicking SAVE, the system will not save your information and your background check will not be run. Start over from the beginning when you return.

If you click SAVE before you QUIT, you will be provided a reference code to enter when you return to the site to pick up where you left off

- The following will appear after you enter the web site again: "If you are returning to finish a previous search, then click [here](#)."
- Click and then enter your last name and reference number to resume.

#### **WHAT'S NEXT?**

You will be notified by email or a phone call of your next steps. If you have not heard back within 14 days, please call your Membership Specialist or the GSHNC Service Center at 704-731-6500.

Would you like to help pay for the cost of this background check?  
Click this link: <https://www.hngirlscouts.org/donate>.

**WE APPRECIATE YOUR SUPPORT OF GIRL SCOUTING!**