

Criminal History Check Procedures



Outdoor Service Guides

Scouting for Everybody!

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Reviews and Approvals

This procedure was drafted by the Board Secretary, Lori Murphy. It was reviewed and revised by Chief Commissioner Kristen Klever.

The policy was reviewed and approved by the BPSA-US Board of Directors on 5 June 2019.

Edited by Lori Murphy 8/6/2019 to reflect the change in the name of Verified Volunteers, to Sterling Volunteers, and to add Regional Commissioners to the notification list.



Criminal History Check Procedure

The following outlines the procedure of completing a criminal history check for all Outdoor Service Guides Rovers and Non-Rover Adults:

1. The group GSM registers the member on the [OSG Dashboard](#), taking extra care to ensure the member's email address and other demographics are correct. The \$20 fee paid to OSG covers the cost of the criminal history check, just like before. The GSM is to notify the member that they will be receiving an emailed invitation from Sterling Volunteers to complete their criminal history check.
2. The OSG Secretary then emails the newly registered member a Sterling Volunteers invitation that contains a link to the Sterling Volunteers registration page. The email will come from TheAdvocates@verifiedvolunteers.com, and is titled, "Invitation from Outdoor Service Guides, Inc." This invitation will be sent by the Secretary within 5-7 days of registration to the OSG dashboard.
3. Once the member receives the invitation, they then provide their personal information to Sterling Volunteers and the criminal history check is run. The member does not pay an additional fee as the cost is covered by the original \$20 registration fee. The member is given the option to voluntarily contribute to the cost of the check.
4. Once the criminal history check is completed, Sterling Volunteers will send an email to the member notifying them that the results are ready to be viewed on the Sterling Volunteers website. The member is to then forward this notification email to their GSM. Lone Scouts will email this verification to the Lone Scout Commissioner. This email does NOT contain results, but will suffice to notify GSM/LS Commissioner that the member has completed the criminal history check. Members are NOT to send results of their check to the GSM/LS Commissioner, and GSMs/LS Commissioners are not to request a copy of the report.
5. The GSM/LS Commissioner will be notified by the Secretary if the member did not pass the criminal history check and is not eligible. If the GSM/LS Commissioner does not hear from the Secretary within 5 days of receiving the Sterling Volunteers email notification from the member, the GSM/LS Commissioner can assume member is eligible. The GSM/LS Commissioner is welcome to email their Regional Commissioner or the Secretary for confirmation of eligibility at any time.
6. If the member does not open the Sterling Volunteers invitation within 10 days, a second invite will be sent, and the member's GSM will be notified. It is the responsibility of the GSM to make sure the member completes the criminal history check. If the check is not completed within 5 days of the second invite, the member will be inactivated by the Secretary and the GSM will be notified. The Regional Commissioner will also be notified. The inactivated member is not eligible to scout within the OSG organization until the criminal history check is completed. Lone Scouts who do not complete the check within 5 days of the second invite will be inactivated and contacted by the OSG Secretary.

Additional information about the process can be found on the [Sterling Volunteers website](#).

