

Summer Camp Background Check Process

All summer camp volunteers and paid staff must complete state and federal background checks prior to working directly with girls. Our goal is to protect the entire camp. Depending on the state and the camp the application process may vary. Please read below for more information.

CRIMINAL BACKGROUND CHECK FOR STAFF AND VOLUNTEERS WORKING AT CAMP TODD AND GROVE POINT

Summer camp volunteers and paid staff who will be working at Camp Todd or Camp Grove Point must complete an additional fingerprint criminal background check. This process is an added step in order to the camp to meet state and American Camping Association (ACA) standards for certification. You only need to do the criminal background check once in your career unless otherwise specified by the Director. The directions are outlined below:

Delaware Residents

If you are a resident of the State of Delaware, please talk with your Camp Director. She will either help you to set up a personal appointment with our Council's fingerprint experts or ensure they are there during your scheduled training date.

Maryland Residents

All prints in Maryland are now done digitally (aka. live scan). Maryland residents may go to any of the sites listed below and request to have a state and federal background check completed. You may also check <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml> for additional locations. Please note that some locations only do prints by appointment only. It is best to call first and double check.

Take the following items/information with you:

1. *State of Maryland LiveScan Preregistration Application* which can be downloaded from the above website (#4 under "for fast and accurate service"). Be sure to correctly list under position applying for whether you are a paid camp staff or volunteer camp staff as the prices are different.
2. Valid form of government identification (i.e. Maryland Driver's License, Passport, State Identification Card)
3. *Fee of \$54.50 for paid camp staff; \$53.00 for volunteer camp staff. Council will reimburse you so **please be sure to ask for a receipt**. We will not be able to reimburse you if you do not provide a receipt. Payment may be made in the form of a major credit card, check, or money order. Please call prior to visit to verify fee. (CASH IS NOT ACCEPTED)
4. Inform the fingerprint provider of the Girl Scouts of the Chesapeake Bay's Authorization code - 9300004453. This is also asked for on the *State of Maryland LiveScan Preregistration Application* that you fill out ahead of time.

* We totally apologize for this inconvenience; however, because the State of Maryland has now instituted the LiveScan process, it is now necessary for the applicant to submit the cost of the background check upfront. Please keep the receipt in a safe place for reimbursement by the camp.

If anything on the background check were to come back that would be questionable, the Director will discuss it with you directly.