

Girl Scouts, Patriots' Trail Council, Inc.

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www.ptgirlscouts.org

CORI Guidelines for Volunteers

The Commonwealth of Massachusetts Criminal History Systems Board (CHSB) has certified Girl Scouts, Patriots' Trail Council to access Criminal Offender Record Information (CORI) and juvenile data through the CHSB. This authorization is conferred by the CHSB pursuant to sections of the Massachusetts General Law (M.G.L), Chapter 6, § 172H and Chapter 6, § 172G. The highest level of data available includes CORI and juvenile data which the Council will request prior to employment or volunteer service.

- *“M.G.L. Chapter 6, § 172G mandates that operators of camps for children are to obtain all available **CORI and juvenile data** on employees **or volunteers** prior to employment or volunteer service.”*

In addition to a Volunteer Application and personal reference checks, a criminal background check will be made for all 01's and 02's, **this includes** Group/Troop Leaders, Assistant Group/Troop Leaders, Mentoring Volunteers, Program Consultants, Travel Consultants, Board and Committee members.

One-time troop volunteers who are working with a CORI'd leadership team member are exempt from this process. **Drivers** who will be alone with the child(ren) must be CORI'd; for this reason leadership teams will need to plan ahead. **Program Consultants and mentors** that will be working with children need to be CORI'd, unless a CORI'd individual is present.

Form Instructions

Download the attached form, fill it out, sign it, and mail it to:

Girl Scouts, Patriots' Trail Council, Inc.
265 Beaver Street
Waltham, MA 02452

All completed forms must be returned to the GSPTC Waltham Office, and then they are forwarded to the Department of Public Health for processing

Confidentiality and Record Keeping

- Access to CORI information is limited to authorized personnel who have signed a Non-Disclosure Agreement.
- Confidentiality is strictly enforced and all records are kept in a secure, locked and separate file cabinet. The records are retained for three years being destroyed thereafter.
- A CORI may be reviewed with the individual volunteer to whom it pertains to and with our corporate legal representation.