



September, 2008

Scout Leaders,

Quality leadership is important in the training of youth as members of the Boy Scouts of America. The adult application process helps select the best individuals for their volunteer roles and includes a Criminal Background Check for the purpose of safeguarding the youth in our care and made possible by means of the Social Security number on the adult application.

Be reassured that the Social Security information on the application is handled with full appreciation of our responsibility for the security and privacy of the applicant.

- The adult application is a four-part NCR form, but the social security number field is only recorded on the top copy which comes to the Council Service Center. Subsequent copies which go to the charter organization, unit, and applicant have this field completely blocked out.
- Once entered into the computer database by the Registrar the Criminal Background Check is handled automatically with the National BSA vendor and reports are viewed only by the Scout Executive or his designee.
- The Social Security field in the database is only available for viewing by a very limited number (2) of authorized Council employees.
- Once processed the applications are stored securely and accessed only by authorized Council personnel.
- Except for the contact phone number or email, no volunteer information is released to other volunteers or parents by the Council support staff except as authorized by the professional staff for a specific volunteer working on a specific District project and involves an address/phone list only.
- No volunteer information of any kind is ever released to any public or private entity.
- After three years, all youth and adult applications are removed from the files and shredded before disposal.

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