

Basic Forms for Troop Leaders

A set of basic participation forms, described in the following table, is needed for each girl for Girl Scout Activities. They should be carried by the troop or group leader for all events including regular meetings. They are also carried by the driver of any vehicle carrying a scout who is not the child of the driver.

Click on name of form to be linked to form.

Form Name	Purpose	Completed By:	Submitted To:
Forms for EACH GIRL for ALL Activities:			
Annual Permission Form Link Annual Permission Form PDF	Grants permission to girls to attend local meetings or events that are within 60 miles of the normal meeting place or n longer than 6 hours in length, participate in non-high-risk activities, and participate in product sales.	Parents	Troop or Group Leader, Drivers
Health History Form Link Health History PDF	Grants permission for girls to receive medical treatment in case of emergency.		
Permission to Release Girl Scout to Adult – Other than Parent/Guardian Form Link Permission to Release Girl Scout to Adult – Other than Parent/Guardian PDF	List of those authorized to pick up a girl other than her parent or guardian		
Medication Permission Form Link Medication Permission PDF	No girl will be given any prescribed or over-the-counter medication without prior, expressed written approval and specific instructions from the custodial parent/guardian.	Parents	Troop Leader, Nurse, or First Aider
Troop Driver Form Link Troop Driver PDF	Drivers for Girl Scout activities must be at least 21 years of age, have a valid driver's license, carry the minimum insurance required by law, be a registered Girl Scout and have completed electronic background check on file with Girl Scouts of California's Central Coast.	Driver	Troop Leader
<p>The following three forms should be printed and placed inside the first aid kit. A first aid kit should always be available during troop meetings and events. When traveling in vehicles with girls, each vehicle should have a first aid kit.</p>			

Council Emergency Procedures	Steps for leaders for handling an emergency. This form should be printed and placed in the first aid kit.	n/a	n/a
Incident and Injury Report	For notifying Council and Service Unit in case of an accident, injury, or incident.	Volunteer	Council and Service Unit Manager
First Aid Log	For recording all first aid rendered, including minor injuries	First Aider	Council, if requested