

TROOP FORMS

Girl Registration Form –

- Parent/Guardian completes yearly for their daughter.
- Leader uses form to register girls online through eBiz. If parent/guardian is registering her/his own child through eBiz, a copy of this form is forwarded to the leader.
- Registration fees include Girl Scout Insurance.

Adult Registration Form –

- Adult completes yearly for themselves.
- Leader uses form to register adults online through eBiz. If adult is registering her/him self through eBiz, a copy of this form is forwarded to the leader.
- Registration fees include Girl Scout Insurance.

Health History –

- Parent/Guardian completes yearly for their daughter.
- Form accompanies each girl at every meeting and when activities take place outside of the scheduled meeting place.
- Used in the event a girl requires medical treatment while participating in Girl Scout activities.

Permission Slip –

- Needed for any activity that takes place outside the normal meeting time and place, whether parent/guardian is attending the activity.
- Gives details of the activity and obtains permission from the parent/guardian for the girl to attend the activity.
- Day trips
 - Service Unit Manager or designee is NOTIFIED of day trips.
 - Notification is needed for insurance to be in effect.
- Overnight trips
 - Service Unit Manager or designee APPROVES overnight trips.
 - Approval is needed at least 4 weeks prior to overnight.
- When reviewing permission slips
 - Is the activity age appropriate and program related
 - Who are the adults attending
 - Is the emergency contact person listed and is someone other than the adults attending the activity; needs to be a person who is not attending the activity and will be home the entire time
 - Is a first aider needed; if so, is someone listed
 - If information is missing or you have questions, call the leader
- When approving permission slips – follow the review process above
 - Is the activity age appropriate, program related, and are the girls ready
 - Have the adults going taken the appropriate training
 - Leaders need to give you the permission for approval, prior to giving to parents
 - Once activity is approved, give the leader the okay to give the parents the permission slip

Product Sale Permission Slip –

- Parent/Guardian signs at the time of registering their daughter
- Gives permission for the girl to participate in the product sale program



Troop/Group Attendance/Dues Record

This record is kept by the troop leader, group coordinator, or by a troop/group member.
You may duplicate this form if you need more space due to size of troop or number of meeting.

Meeting Type Key:
Troop Meeting
Field Trip
Other

Troop Number: _____ Grade Level: _____ Membership Year: _____

Meeting Dates:												
Meeting Type:												
Names	Date	Attend	Date	Attend	Date	Attend	Date	Attend	Date	Attend	Date	Attend
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3.												
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