

HEALTH & SAFETY FORMS INFORMATION SUMMARY SHEET

FORM NAME	FORM NUMB.	WHY FORM USED	WHEN FORM USED	WHO USES FORM	FORM FOUND
1. Girl Scout Permission Slip	F-204 or F-204SP	To obtain parent/guardian permission for girls to participate in a Girl Scout activity.	<ol style="list-style-type: none"> One is to be completed at beginning of the troop year for permission to <u>meet</u> with the troop at a regular time and place Another form is to be completed for each activity other than the regular troop meeting. Form may be photocopied as needed for travel packets.	The top part must be filled out by the adult in charge; the bottom must be completed and signed by each girl's parent or guardian.	<ul style="list-style-type: none"> ◆ Council website – www.gssjc.org ◆ GSC Customer Service
2. Girl Scout Permission Slip – Multiple Use	F-204M or F-204M SP	To obtain parent/guardian permission for girls to participate in multiple Girl Scout activities .	The multiple use form allows parent/guardian to give permission for more than one event if multiple events have been planned in advance. Parents may draw through blank activity lines if they prefer. Form may be photocopied as needed for travel packets	The top part must be filled out by the adult in charge; the bottom must be completed and signed by each girl's parent or guardian.	<ul style="list-style-type: none"> ◆ Council website – www.gssjc.org ◆ GSC Customer Service
3. Girl Scout Medical Information	F-185 or F-185SP	Gives relevant medical information, health insurance information, and contacts to authorize medical treatments for each girl.	One form is completed when the girl begins to meet with the troop and at the beginning of each succeeding troop year. Form may be photocopied when completed for travel packets	The form is completed and signed by the parent or guardian of each girl	<ul style="list-style-type: none"> ◆ Council website – www.gssjc.org ◆ GSC Customer Service
5. Adult Emergency Form	F-22	Provides relevant medical information and contact information for adults accompanying girls	Two forms on one page. Reverse of form is in Spanish.	Adults who accompany girls on trips/activities.	<ul style="list-style-type: none"> ◆ Council website – www.gssjc.org ◆ GSC Customer Service
6. Driver Checklist	F-477	Allows adult in charge to verify that driver who will be transporting Girl Scouts to/from activities has all required current certifications	Before girls are transported on troop trip	<ol style="list-style-type: none"> Leaders/Co-leaders Parents Other volunteers Staff 	<ul style="list-style-type: none"> ◆ Council website – www.gssjc.org ◆ GSC Customer Service
9. Short Troop/Group Trip Form	F-413	To inform the Council of a trip lasting from 1 – 4 nights that is <u>not taking place at any of the Council sites</u> .	Anytime a troop will be spending the night at a site other than one belonging to the GSSJC. This form needs to be completed and returned to GSSJC at least 2 weeks prior to the proposed trip. **If the overnight is scheduled and arranged by Council, this form does not need to be used.	The troop leader or adult in charge of the proposed trip completes the form and returns it along with copies of the necessary certifications.	<ul style="list-style-type: none"> ◆ Council website – www.gssjc.org ◆ GSC Customer Service
3. Emergency Card	F-338	Contains emergency procedures and emergency phone numbers	Any time Girl Scouts are meeting or traveling and have an emergency	Each adult Girl Scout volunteer who helps with the troop should carry one	<ul style="list-style-type: none"> ◆ Council website – www.gssjc.org ◆ GSC Customer Service

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7. Girl Scout Accident Insurance Information	F-578	Contains information on Girl Scout insurance coverage (must be carried with F-579 listed below)	Must accompany troops/groups to ALL activities. Used when medical attention is required	Presented to the hospital, clinic and/or attending physician at the time of treatment.	♦ Council website – www.gssjc.org
8. Girl Scout Accident Insurance Voucher	F-579	Verifies Girl Scout insurance coverage. (must be carried with F-578 listed above)	Must accompany troops/groups to ALL activities. Used when medical attention is required	Presented to the hospital, clinic and/or attending physician at the time of treatment.	♦ Council website – www.gssjc.org ♦ GSC Customer Service

HELPFUL TIPS:

A) Have parents complete and sign both sides of the Girl Scout Medical Information Form (F-185). Information on this form should be shared only on a “need to know” basis. Upon receipt of this form, the form should be reviewed by the Troop Leadership team and then filed in such a way to protect the privacy of the individual. All copies made of this form should be returned to the leadership team at the conclusion of the activity to again, protect the privacy of the individual.

B) If any information provided on the GS Medical Information Form (F-185) needs to be changed; such as changes in the girl’s health, the girl now wears braces, the girl now needs an inhaler, etc., parents should make the correction to this form as soon as possible. They should also initial and date whatever addition they make to this form.

C) If several planned activities are known, list them on the Girl Scout Permission Slip – Multiple Use (F-204M) and have parents complete and sign the form. Parents may draw through blank activity lines if they prefer (or the leader may “X” them out when they are written). Another way to ensure that parents have read each activity is to have them initial each activity that they approve for their daughter.

D) Throughout the year, leaders may ask parents to sign a new GS Permission Slip (F-204) or GS Permission Slip – Multiple Use (F-204M) for planned activities. If parents instead, return hand written, faxed, or e-mailed notes providing permission for the activity, the leadership team may attach these notes to the appropriate form. Parents may also fill in **and initial** additional activities on blank activity lines of a previously signed GS Permission Slip – Multiple Use (F-204M).

E) Many of the above forms are also available in Spanish. These forms have an “SP” as part of their form number. Some of the above forms as well as some troop forms and some financial forms are also available online in an editable format. These forms are marked on the chart with an “E”. All of these forms may be found on the Council website (www.gssjc.org).

F) All of the above forms, as well as troop forms and financial forms are available on the Council website.

G) Each form has a date printed on the lower right hand corner. From time to time, forms can be updated based on changes received from a number of different agencies such as GSUSA, TX Dept of Public Safety, general health guidelines, etc. Your Volunteer Experience Manager or Community Leadership team should be able to help you confirm that you are using the most up to date edition of a particular form.