



# TROOP FORMS AND DOCUMENTS

Leaders will refer to this table to identify which forms and documents need to be completed annually at the beginning of each Girl Scout year. These can be found on the [Forms and Documents](#) page of the council website.

Name of Form	Form purpose	When to distribute/collect	Who completes this form?	What does the leader do with this form?	Location on the Forms and Documents Page of the website
<b>Annual Permission Slip for Girl Scout</b>	Gives permission for Girl Scout to participate in all aspects of the Girl Scout Leadership Experience. <i>Note: Those that do not agree to the media release may indicate so on the form.</i>	Parent/Caregiver meeting or prior to first troop meeting annually.	Parents/Caregivers on behalf of their Girl Scout	Keeps with all other Annual Permission Slip forms on site for every troop meeting and trip.	Safety and Health drop down menu
<b>Girl Health History Form</b>	Captures all medical history and emergency contact information necessary for leaders to know when the Girl Scout is in their care.	Parent/Caregiver meeting or prior to first troop meeting annually. <i>Note: Girl Scouts should not be "dropped off" for a troop meeting without a completed form.</i>	Parents/Caregivers on behalf of their Girl Scout	Keeps with all other Girl Health History forms on site for every troop meeting and trip.	Safety and Health drop down menu
<b>Girl Scout Code of Conduct</b>	Read with girls to review expectations and code of conduct of being a Girl Scout.	Parent/Caregiver meeting or at first troop meeting annually.	Girl Scouts and Parents/Caregivers	Keeps on file and gives a copy to each Girl Scout.	Safety and Health AND Troop Management drop down menu
<b>Permission Slip for Troop Trips and Activities</b>	Completed for individual trips and activities that don't take place during troop meetings or require special permission for participation.	Distributed prior to event to parents/caregivers. Must be collected before event.	Parents/Caregivers on behalf of their Girl Scout	Keeps with all other Permission Slip forms on site for every event.	Safety and Health drop down menu
<b>Adult/Volunteer Media Release Form</b>	Gives permission for photographs and video to be taken at Girl Scout events of adults/parents/caregivers.	Parent/Caregiver meeting or at first troop meeting annually.	Adults/Parents/Caregivers	Keeps on file and gives a copy to each Parent/Caregiver	Safety and Health drop down menu
<b>Parent/Caregiver Code of Conduct</b>	Read with parents/caregivers to review expectations and code of conduct of being a parent/caregiver of a Girl Scout.	Parent/Caregiver meeting or at first troop meeting annually.	Adults/Parents/Caregivers	Keeps on file and gives a copy to each Parent/Caregiver	Safety and Health AND Troop Management drop down menu