Short & Snappy Learning Opportunity for Volunteers

10 Most Common Forms Used

To many new volunteers, the volume of Girl Scout forms can be daunting. How and when to use them is often a mystery to even the most seasoned volunteer. So why do we have all these forms? The following scenarios should unlock many of the secrets of Girl Scout forms.

Provide each participant a copy of the 10 Common Girl Scout Forms & Definitions. Briefly explain these forms. (5-10 min)

Divide volunteers into groups of 4-6. Give each group a scenario, a large sheet of paper and a marker. Groups may use their Volunteer Essentials as a resource. Give the groups about 10 minutes to work on their scenario and then have each report back on what forms they needed and one thing they learned from doing this exercise. Provide an opportunity for a question and answer period.

Scenarios

Your Junior age girls want to have a sleepover @ Friendship Square and go to the Discovery Center. It is September and your troop treasury is thin. After consulting the forms list, determine which forms are needed for this activity and if there are additional forms, which might be used to insure that all the girls could participate.

How could you prevent or handle the following situations?

1. A parent calls the council in panic, unable to reach her daughter. When she called the emergency contact person, she found the phone number was for a cell phone which was not in service.

2. The group is running late and is trying to contact parents to let them know when the group will be home. There is no answer at one of the girls’ homes.

A troop of 1st grade Brownies from Ontario is visiting the Birds of Prey Center in Boise. They will be traveling in private cars and plan to have a sack lunch at the center. It is a nice day in April, although a bit chilly. What forms will they need?

How could you prevent or handle the following situations?

1. Shortly after you start out, one of the drivers is pulled over by police. The officer gives the driver a ticket for having children in the car who are not properly seated in booster seats.

2. Lisa is shivering, her coat is at home.

3. Katy pulls a baggie out of her lunch containing medication that she says she has to take every day.

A group of teen Girl Scouts wants to camp at Camp Alice Pittenger (CAP). They have chosen CAP for a weekend of relaxation and an opportunity to talk about ANYTHING. What forms will you need?

How could you prevent or handle the following situations?

1. About a month before your trip the girls vote to camp in a nearby state park instead. Can you make this work?

2. While hiking, one of the girls trips and is complaining that her ankle really hurts and she can’t walk on it.
10 Most Common Forms

Membership Registration Form
This is probably one of the first forms you will come across in Girl Scouting. There are 2 forms; one for an adult and one for a girl. We offer online registration at www.girlscouts-ssc.org but understand that there will probably always be the need for paper copies, because a check is written or girls are using their cookie dough.

Please fill the form in its entirety. Look over all forms submitted to you to be sure they are completed correctly. All registrations need to have a current email address as this is needed for communication methods and for online registration in the future. Parents/Guardians should use their email address on the Girl Scout Registration Form.

Make sure the troop number is always on all registrations. It is a good idea to keep a copy of each registration form for your troop records.

Membership Dues Summary
This form must be completed and turned in each and every time you submit a Membership Registration form, whether it is for 1 or 20 memberships. Fill this out with as much information as you know.

Make sure your full troop number is on it! Fill in the number of Girl Registrations, Adult Registrations, and then total the registrations. The money along with any cookie dough should equal the registrations reported. The money along with the Dues Summary and all registrations should be submitted to your SU registrar.

Opening A Troop Bank Account
One of the first steps for you and your co-leader and/or Troop treasurer, is to open a checking account. If you are not comfortable handling money, you may want to chose someone with money management experience for this position.

It is recommended that there be three signers on the account. All signers on Troop Checking Accounts must be approved volunteers. To be considered an approved volunteer, the individual must:

- Complete and have on file at the Council Office an approved Volunteer Application
- Be a registered Adult Girl Scout for the current membership year
- Have a successfully completed Girl Scouts of Silver Sage background check on file (within last 5 years)
- Have been issued an official appointment letter

Our Volunteer Support Team will verify these requirements have been met prior to issuing the appropriate authorization.

Girl/Adult Health Histories
Health History forms are required for all girls (and adults) participating in Girl Scouting. They provide the leaders with essential health information such as health conditions, allergies, or medications. It also grants/denies permission for the leader to seek medical attention for the girl should an accident occur. Completed forms must be with the leader at all times and must be updated annually. These should be updated each year.

It is a good idea to attach a current photo to each health history. If traveling in cars, make sure each car has the health history (in a sealed envelope labeled Health Histories) for each person in that car.
Troop Annual Report
By June 15, each troop is required to submit an annual report (using the Troop Annual Report form), that includes all bank statements, to their Service Unit Manager who reviews and then forwards it to the council office. Every bank statement must be signed by two of the authorized signers on your bank account. Don’t wait until the end of the year to organize your financial records. Implement good record-keeping practices all year along the way to stay aware of your financial status and to make end-of-year reporting easier.

Permission for Special Activities
For any activity away from the normal meeting place, a Permission for Special Activities form needs to be filled out and signed by the parent/guardian. These should be kept with the health history for each girl. This could include field trips, service unit events, council sponsored events, cookie booths, etc.

Accident/Incident Report Form
This form is to be completed to report accidents or incidents that occurred during the course of any Girl Scout activity. If more than one person was injured or involved, use a separate form for each person. The person in charge of the group at the time of the accident/incident should complete this form. This must be done within 24 hours and sent to the Boise Council office.

Troop Sponsorship Agreement
When finding a Troop Sponsor, a local club, resident, organization or business, look for one which has a compatible mission or goal with Girl Scouting. Sponsors can provide a number of different functions for a troop or group such as program activities, a meeting place, financial assistance, role models, or professional expertise.
Sponsors increase the number of people who know that Girl Scouting is alive and well in your community. They provide support from the community at large and broaden the base of adult volunteers who could be involved regularly.

Application for Troop Money Earning Project
When a troop finds it necessary to supplement the troop account for special trips/events, through a troop money-earning event, it is necessary to become familiar with GSUSA and GSSSC policies, standards and standard guidelines before planning a fund raising project. GSUSA AND GSSSC require that troop and/or group money-earning activities will be program based.
One item that will be looked at when approving a money earning project is if a troop has participated in the Fall Product Program or the Cookie Program when available.

Troop Overnight Form
Troops need to obtain council permission for any trip that is overnight. This form must be received by the Volunteer Support Team at least 4 weeks prior to the planned trip to allow sufficient time for data verification and approval. Since this approval process ensures the safety of our volunteers and our girls, if not received 4 weeks in advance, we reserve the right to refuse approval. If the trip is longer than two nights, additional paperwork will be needed.