

# A Troop Leader's Guide to Permission Forms, 2020-2021

## Girl Scouts of Southwest Indiana

**NEW:** Parents/Guardians can now grant annual permission for all approved Girl Scout activities through the 2020-2021 membership year excluding Overnights (1 or more nights), Council-Sponsored Events, Camps, Cookie Program, and/or Sensitive Issues.

**Notice:** COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While GSSI takes every safety and preventative precaution, GSSI can in no way warrant that COVID-19 infection will not occur through participation in Girl Scout programs.

## PERMISSION FORMS HELD BY TROOP VOLUNTEER

### Annual Permission Form

This form – required for all girls annually – gives permission for routine day activities for the entire year. Routine activities can include troop meetings, cookie booth activities, council-approved money-earning activities, field trips, community service projects, etc. Parents/caregivers will need to update and sign this form annually and alert the troop leader of any changes throughout the year (Contact numbers, medical information, etc.).

*Activities that are excluded from the Annual Permission Form:*

- [Overnights](#) (1 or more nights)
- Council-Sponsored Events (Example: GSSI's Unleash Strong Event)
- Camps: Day and Resident
- [Cookie Program](#)
- [Sensitive Issues](#) (Example: Puberty, Sexual Abuse, Suicide, etc.)

*Annual Permission Form Features:*

- Contact Information and Emergency #s
- Release Information (who can pick up girl)
- General permission to participate in approved Girl Scout activities
- Medical information, including allergies
- Permission to treat girl in the event of an emergency
- Council Hold Harmless Statement which covers troop volunteers and council

*How and When to use it:*

- Annual Permission Form is required for participation in the troop and its approved activities.
- Ask parents/guardians to sign at the start of each membership year or at early renewal time.
- Keep all personal information private. Do not send copies of the form to others. Information may be shared with other troop volunteers, such as a first-aider, as needed.

*Keep this and other forms with you on all activities:*

- [Annual Permission Forms](#)
- [Medication Administration and Emergency Treatment Release](#), if applicable
- [Vehicle Information Forms](#)
- [Activity Roster](#) (copy with you and one off-site for emergencies)
- Safety Management Plan
- [Emergency Card and What To Do If There's an Incident](#)
- [Incident Reports](#) - (Record any incidents during activity and turn into council office)

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- Copy of [Special Activities Application](#) (recognizes council approval), if applicable

*Written Notification for Parent/Guardians:*

**Communicate details for each event or activity to parents/guardians, including:**

- Date, start time, and end time
- Activity description
- Address and phone number of the event location
- Transportation arrangements, including time and place of departure and return
- What to wear, bring, or pay
- Adults accompanying the girls and Emergency Contact information
- First-aider in attendance

### **COVID-19 Waiver**

As with any social activity, use of Council facilities/services and/or participation in Council programs may present the risk of contracting COVID-19. While the Council takes safety and preventative precautions, the Council can in no way warrant that COVID-19 infection will not occur through use of such facilities or services or participation in Council programs. GSSI's [Assumption of COVID-19 Risk Waiver](#) must be completed by each individual participating in group/troop activities. Troop leaders should keep and maintain signed COVID-19 waivers with Annual Permission Forms.

A **COVID-19 Checklist Form for Troop Activities** may be used as well, depending on troop expectations during the COVID-19 pandemic to ensure parent/guardian understanding of symptoms and/or risks. It is not a required form but a tool/resource for troops, if desired. However, troops may instead require the parent/guardian to do their own pre-check of the girl member prior to participation in each activity.

### **Sensitive Issues Permission Form**

Some activities that are relevant to the troop and its needs may focus on subjects that could be considered sensitive in nature. There is no definitive list of sensitive issues, but possible examples include substance abuse, child abuse, puberty/human sexuality, violence, youth suicide, religion, etc.

Before covering any sensitive issue, either within or beyond the scope of the Girl Scout program resources, the troop adult volunteer must obtain council approval. Please contact your designated Council Support Staff or email [support@girlscouts-gssi.org](mailto:support@girlscouts-gssi.org) with the details of your activity for initial approval. Parents/Guardians should also be aware of the program content before it is presented to the girls. Therefore, written approval by a parent/guardian is required for each girl to participate in any sensitive issue program or activity. GSSI's [Sensitive Issues Permission Form](#) is located on the website at [www.girlscouts-gssi.org](http://www.girlscouts-gssi.org) under the Resources tab.

### **Permission for Overnights and Extended Trips**

REMINDER: Girl Scouts of Southwest Indiana requires that adult volunteers submit a [Special Activities Application](#) form to council, four (4) weeks in advance of sending the Overnight/Extended Trip Permission Form home with girls. Additional [Activity Insurance](#) must be purchased if the trip is over 2 nights or 3 days.

Any activity with an overnight lasting one (1) or more nights requires a separate parent/guardian permission form. Form includes trip information, expectations, and emergency contact information for time of trip, consent for emergency treatment, and a hold harmless agreement.

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*When traveling, have the following documentation on hand at all times:*

- Overnight and Extended Trip Permission Forms
- Annual Permission Forms
- [Medication Administration and Emergency Treatment Release](#), if applicable
- [Vehicle Information Forms](#), if applicable, based on mode of transportation for trip
- [Activity Roster](#) (copy with you and one off-site for emergencies)
- Safety Management Plan
- [Emergency Card and What To Do If There's an Incident](#)
- [Incident Reports](#) – (Record any incidents during trip and turn into council office)
- Copy of [Special Activities Application](#) (recognizes council approval)

*Written Notification for Parent/Guardians:*

- Communicate details for each event or activity to parents/guardians, including:
- Date, start time, and end time
- Activity description
- Address and phone number of the event location
- Transportation arrangements, including time and place of departure and return
- What to wear, bring, or pay
- Adults accompanying the girls and Emergency Contact information
- First-aider in attendance

## PERMISSION FORMS HELD BY COUNCIL OR SERVICE UNIT

### Cookie Program Permission Form

Girl Scouts of Southwest Indiana's Cookie Program Permission Form must be completed by any girl member who plans to participate in the yearly Girl Scout Cookie Program. Ask parents/guardians to sign at the start of each membership year and turn it into the council office (GSSI, 5000 E. Virginia Street, Suite 2, Evansville, IN 47715) before December 1. Girls may NOT participate in the cookie program without a Cookie Program Permission form on file.

### Council Event Permission Form

Large council-sponsored events will provide an electronic permission form and waiver since many events are family-focused and not troop-specific activities. This information and electronic form will be included in the event marketing with specific instructions. GSSI will keep these electronic permission forms on file at the council office for the designated time.

Note: If the troop attends together as a group, instead of going as individual families, the lead volunteer will need to ensure each girl has a completed event permission form on file with GSSI and bring the following since she/he is acting as the chaperone of the troop/group at the event:

- Annual Permission
- Medication Administration and Emergency Treatment Release, if applicable
- Vehicle Information Forms
- Activity Roster (copy with you and one off-site for emergencies)
- Safety Management Plan
- Emergency Card and What To Do If There's an Incident

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- Incident Reports (Record any incidents during event and turn into council office)

#### **Camp (Day and Resident Camp) Permission Form**

Each Girl Scout Day Camp will provide its own area-specific permission form based on its activities and risk management needs. Permission information will be included in each day camp's marketing and registration process.

GSSI Resident Camp at Camp Koch will provide an electronic permission form and waiver. This information and electronic form will be included in the camp marketing with specific instructions. GSSI will keep these electronic permission forms on file at the council office for the designated time.