girl scouts of southwest indiana

GSSI's Guide to Permission Forms
2026-2027

Parents/Guardians grant annual permission for all approved Girl Scout activities through the membership year excluding Overnights (1 or more nights), Council-Sponsored Events, Camps, and/or Sensitive Issues.

ACCESSING FORMS AND DOCUMENTS

To ensure you are referencing the most up-to-date forms and documents, visit the **All Volunteers Rally** and navigate to **Files > Forms & Documents**. Most links in this guide will direct you to this location, where you can also find additional forms, guides, and supporting resources. Volunteers are encouraged to reference these materials as needed and contact GSSI staff with any questions about locating or using a specific resource.

PERMISSION FORMS HELD BY TROOP VOLUNTEER

Annual Permission & Troop Health Form

IMPORTANT – GSSI MUST ALSO RECEIVE A COPY

This form – **required for all girls annually** – gives permission for routine day activities and cookie program participation for the entire year. It also collects health, emergency, and contact information needed to ensure a positive, safe Girl Scout experience. Routine activities can include troop meetings, cookie booth activities, council-approved money-earning activities, field trips, community service projects, etc. Parents/guardians 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 & Troop Health Form:

- **Overnights** (1 or more nights)
- Council-Sponsored Events (Example: GSSI's Fall Event)
- Camps: Day and Resident
- **Sensitive Issues** (Example: Puberty, Sexual Abuse, Suicide, etc.)

Annual Permission & Troop Health Form Features:

- **Annual Permission (Pages 1-3)**
  - Contact information and emergency phone numbers.
  - Acknowledgment of and agreement to comply with Girl Scout policies.
  - Photo and media release.
  - Authorization for emergency medical treatment if a parent/caregiver cannot be reached.
  - Permission to participate in the Girl Scout Cookie Program.
  - General permission to participate in approved Girl Scout activities.
  - Council Hold Harmless Statement covering troop volunteers and the council.
- **Troop Health (Pages 4-5)**
  - Authorized individuals approved for girl pick up.
  - Medical information, including allergies and other health considerations.
  - Authorization for a girl to self-administer, or for an approved adult to administer, prescription and over-the-counter medications, when appropriate and in the absence of a parent/caregiver.

How and When to use it:

- Annual Permission & Troop Health Form is required for participation in the troop and its approved activities, as well as participation in the Girl Scout Cookie Program.
- Parents/guardians must complete and sign the form when a new girl joins. Returning girls must complete a new form annually before the start of each membership year (October 1–September 30).
- Submit completed Annual Permission Form to GSSI. Keep the full Annual Permission & Troop Health Form (Pages 1–5) securely with the troop and available during activities for authorized adults who need access to the information.
- 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 during all activities:

- **Annual Permission & Troop Health Forms**
- **Adult Participation Agreements**
- **Vehicle Information Forms** (when transporting other troop members not included in your family)
- **Activity Roster** copy with you and one off-site person for emergencies (Used for all activities outside of the normal meeting place, high-risk activities as outlined in **Safety Activity Checkpoints**, GSSI Events when attending in a troop capacity, and anytime a non-member girl is invited.)
- Emergency Action Plan (*found in Safety Activity Checkpoints*)
- **Emergency Card and What To Do If There's an Incident**
- **Incident Reports** (Record any incidents during activity and turn into council office.)
- 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, including 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

Adult Participation Agreement

IMPORTANT – GSSI MUST ALSO RECEIVE A COPY

This form—**required for all adults annually**—collects important contact, emergency, and permission information to support adult participation in Girl Scout activities. All adults should complete the form each membership year, regardless of whether they register as adult members or plan to attend troop meetings, outings, or other activities.

Adult Participation Agreement Features:

- Contact information and emergency contact information.
- Acknowledgement of and agreement to comply with Girl Scout policies.
- Photo and media release.
- Authorization for medical treatment if an emergency occurs.
- Council Hold Harmless Statement covering troop volunteers and the council.

How and When to use it:

- Request a completed Annual Adult Participation Agreement from each parent/caregiver annually, regardless of adult membership status or planned participation in meetings or activities. Adults are permitted to attend up to two routine activities before registering as a member.
- Submit completed forms to GSSI and keep a copy securely with the troop and available during activities.
- Keep extra blank copies available in case a new adult attends an activity unexpectedly.
- Keep all personal information private. Do not share copies of the form with others. Information may be shared with authorized volunteers, such as a first-aider, as needed.

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 email **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.

Permission for Overnights and Extended Trips

REMINDER: Girl Scouts of Southwest Indiana requires that adult volunteers submit a **Special Activities Application**, including a detailed description of all planned sleeping arrangements, to council for approval at least (4) weeks prior to distributing the Overnight/Extended Trip Permission Form. All sleeping arrangements must be approved by council before permission forms are distributed. Additional activity insurance is required for International Trips. Please email **support@girlscouts-gssi.org** to request activity insurance.

Any activity with an overnight lasting one (1) or more nights requires **GSSI's Overnight and Extended Trip Permission Form** submitted to GSSI. Form includes trip information, expectations, sleeping arrangements, emergency contact information for time of trip, consent for emergency treatment, and a hold harmless agreement.

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

- **Overnight and Extended Trip Permission Forms**
- **Annual Permission & Troop Health Forms**
- **Adult Participation Agreements**
- **Vehicle Information Forms** (when transporting other troop members not included in your family)
- **Activity Roster** (copy with you and one off-site person for emergencies)
- Emergency Action Plan (found in **Safety Activity Checkpoints**)
- **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

Annual Permission & Troop Health Form

A copy of the Annual Permission must be submitted to GSSI for risk management purposes. Troops are also responsible for having this form on hand during all Girl Scout activities.

Adult Participation Agreement

A copy must be submitted to GSSI for risk management purposes. Troops are also responsible for having this form on hand during all Girl Scout activities.

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 & Troop Health Forms
- Adult Participation Agreements
- Vehicle Information Forms (when transporting other troop members not included in your family)
- Activity Roster (copy with you and one off-site person for emergencies)
- Emergency Action Plan (*found in Safety Activity Checkpoints*)
- Emergency Card and What To Do If There's an Incident
- 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 a permission form and waiver. This information will be included in the camp marketing with specific instructions. GSSI will keep these permission forms on file at the council office for the designated time.