

# A Troop Leader's Guide to Permission Forms










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Parent/Guardian permission for meetings, activities, and overnights is required for you to obtain throughout your time as a Girl Scout volunteer. Use this guide as you learn about these important permissions.

All permissions have four important purposes:

- This is how leaders and event organizers receive permission for a girl to participate in an activity. Without signed permission from parents/guardians, minors cannot attend an activity or event.
- Parent/guardian permission through the approval process covers leaders and adults in charge from personal liability should an accident or mishap occur.
- This allows service unit managers (SUM's) to easily track the progression of your troop, making it easier to sign off on your overnight trip requests. Also, in case anything happens, your SUM can help expedite any needed help.
- These forms provide parents/guardians with detailed information about the activity.

Depending on your activity, there are various levels of permission required. This chart will help you quickly determine which type of permission to use. More detailed information on each is included below.

What type of permission do I need?						
	Events/ Activities /Day Trips	Extended- Day Activities	Short Overnights	Extended Overnights	Tier 1 High-Risk Activities	Tier 2 High-Risk Activities
Annual Permission Form						
Written Notification						
Parent/Guardian Permission Form						
Extended/Overnight High-Risk eForm						

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## Annual Permission Form

This form – required for all Girl Scouts annually – gives permission for routine day activities for the entire year.

### Can be used for:

- General permission for routine day activities for the membership year.
  - Troop meetings.
  - Boothing.
  - Special events & money-earning events/activities.
  - Day field trips, events, activities that are less than eight (8) hours in length of time.
- Permission for use of photographs- General consent for videotapes, photographs, etc. to be used by GSGLA, GSUSA, or the troop/group.
- Permission for emergency medical treatment- Consent for GSGLA to seek treatment for your child in the event of an emergency.
- Permission to survey- From time-to-time GSUSA or GSGLA may survey your Girl Scout about her participation in Girl Scouts.
- Permission to discuss informal sensitive issues. For planned discussions, the leader(s) will inform parents of dates and topics that will be discussed.

### Cannot be used for:

- Permission for “high-risk” activities (see [Safety Activity Checkpoints](#)).
- Permission for extended-day activities which are eight (8) or more hours in length of time.
- Permission for overnight activities of any length of time.
- Participation agreement for council-sponsored product program activities; additional detailed forms are provided at the time of each product program for parent/guardian permission.

### How to use it:

- Ask parents/guardians to sign at the start of each membership year or at early renewal time. Note and honor all selections.
- If a parent/guardian does not grant annual permission for routine activities, use the *Parent/Guardian Single-Use Permission Form* for that girl for each and every activity they attend. Other families may still grant annual permission.
- 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 Form*
  - *Health Information and Release Form*
  - *Over-the-Counter (OTC) Form*
  - *Parent Permission and/or Provided Rx/OTC forms* (when applicable)

### Written Notification:

When any of the following occur during your Girl Scout year, written notification to parents/guardians and your SUM or designee is required.

- Location change of a regularly scheduled meeting.
- Day Trip.
- Other Event/Activity lasting eight (8) hours or less.

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Communicate details for each activity to parents/guardians and copy your SUM or designee in an agreed-upon way, such as email, group text, etc.

Include:

- Date, start time, and end time.
- Activity description.
- Address of the event location.
- Transportation arrangements, including time and place of departure and return.
- What to wear, bring, or if any spending money is needed.
- Adults accompanying the girls, and emergency contact information.
- First-aider in attendance.

You can even use the *Annual Permission Notification Form* as a guide to help you notify your parents/guardians with all the information they need.

### Parent/Guardian Single-Use Permission Form

This form gives permission for specific activities. A new form is submitted for each activity.

**Use this form for:**

- For all extended-day trips, events, and activities over eight (8) hours in duration that are not overnight.
- For all overnight trips, events, and activities for any length of time.
- For Tier 1 high-risk activities (see Tier 1 and Tier 2 high-risk activities list on page 6).
- For Tier 2 high-risk activities AND used in conjunction with the [Extended Travel/High Risk Application eForm](#).
- If a parent/guardian declines to provide annual permission.
- If you prefer to collect specific permission for every event. You'll still collect an Annual Permission Form for every girl, so you have all other information and permissions.

**How to use it:**

- When the *Annual Permission Form* is not given by the parent/guardian for activities:
  - Use the *Parent/Guardian Single-Use Permission Form* to get signed permission for every activity. Since this is for an individual Girl Scout, this does not need to be submitted to your SUM or designee. Your SUM or designee will be notified of the activity via your established notification procedure (i.e., email, notification form, text, etc.).
- For extended-day trips, events, and activities that are over eight (8) hours in duration and not an overnight:
  - Fill out and submit this form to your service unit manager (SUM) or designee for approval.
  - Once approved by SUM or designee, then you can give it to your parents/guardians for their signature.
  - Parents/guardians sign, keep top section with information, and return signed bottom section to leader.
- For short overnight trips (1-2 nights):
  - Fill out and submit this form to your service unit manager (SUM) or designee for approval.
  - Once approved by SUM or designee, then you can give it to your parents/guardians for their signature.

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- Parents/guardians sign, keep top section with information and return signed bottom section to leader.
- For extended travel (3+ nights):
  - Fill out and submit this form to your service unit manager (SUM) or designee for approval
  - Fill out and submit the *Extended Travel/High-Risk Application eForm*.
  - Once both forms are approved by SUM or designee, then you can give the *Parent/Guardian Single-Use Permission Form* to your parents/guardians for their signature.
  - Parents/guardians sign, keep top section with information and return signed bottom section to leader.
- For Tier 1 high-risk activities\*:
  - Fill out and submit this form to your service unit manager (SUM) or designee for approval.
  - Once approved by SUM or designee, then you can give it to your parents/guardians for their signature.
  - Parents/guardians sign, keep top section with information and return signed bottom section to leader.
- For Tier 2 high-risk activities:
  - Fill out and submit this form to your service unit manager (SUM) or designee for approval.
  - Fill out and submit the *Extended Travel/High-Risk Application eForm*.
  - Once both forms are approved by SUM or designee, then you can give the *Parent/Guardian Single-Use Permission Form* to your parents/guardians for their signature.
  - Parents/guardians sign, keep top section with information and return signed bottom section to leader.

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 Form* and/or *Parent/Guardian Single-Use Permission Form*
- *Health Information and Release Form*
- *Over-the-Counter (OTC) Form*
- *Parent Permission* and/or *Provided Rx/OTC forms* (when applicable)

\* Service unit managers/designees may prefer additional council approval for Tier 1 high-risk activities, they can direct leaders to submit the *Extended Travel/High-risk Application eForm* for that additional approval.

See charts for Tier 1 and Tier 2 high-risk activities on page 6.

## Extended Travel /High-Risk Application eForm

This eForm gives permission for extended/international travel (3+ nights) and high-risk activities. A new form is submitted for each activity.

**Use this form for:**

- For extended travel (3+ nights),
- For all international travel.
- For Tier 2 high-risk activities.

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## How to use it:

- For extended travel (3+ nights):
  - Fill out *Parent/Guardian Single-Use Permission Form* and submit to your service unit manager (SUM) or designee for approval.
  - Fill out and submit the *Extended Travel/High-Risk Application eForm*.
  - Once both forms are approved by SUM or designee, then you can give the *Parent/Guardian Single-Use Permission Form* to your parents/guardians for their signature.
  - Parents/guardians sign, keep top section with information and return signed bottom section to leader.
- For international travel:
  - Fill out *Parent/Guardian Single-Use Permission Form* and submit to your service unit manager (SUM) or designee for approval
  - Fill out and submit the *Extended Travel/High-Risk Application eForm*.
  - Once both forms are approved by SUM or designee, then you can give the *Parent/Guardian Single-Use Permission Form* to your parents/guardians for their signature.
  - Parents/guardians sign, keep top section with information and return signed bottom section to leader.
- For Tier 2\* high-risk activities:
  - Fill out *Parent/Guardian Single-Use Permission Form* and submit to your service unit manager (SUM) or designee for approval
  - Fill out and submit the *Extended Travel/High-Risk Application eForm*.
  - Once both forms are approved by SUM or designee, then you can give the *Parent/Guardian Single-Use Permission Form* to your parents/guardians for their signature.
  - Parents/guardians sign, keep top section with information and return signed bottom section to leader.

\* Service unit managers/designees may prefer additional council approval for Tier 1 high-risk activities, they can direct leaders to submit the *Extended Travel/High-risk Application eForm* for that additional approval.

See charts for Tier 1 and Tier 2 high-risk activities on page 6.

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## List of High-Risk Activities

List of Tier 1 High-Risk Activities that can be approved by Service Unit Manager (SUM) or Designee			
Tier 1			
Archery & 3-D Archery	Air & BB Guns	Cross Country Skiing	Horseback Riding
Hayrides	Indoor Skydiving	Segway	
Backpacking, unless involves challenging terrain, extended travel and/or other high-risk activities	Offshore water passenger vehicle, such as whale watching, Catalina Express	Tethered Hot Air Balloon	Downhill Skiing/Snowboarding

For more information and complete listing on each of these activities, see *Safety Activity Checkpoints*.

List of Tier 2 High-Risk Activities that are approved by Service Unit Manager (SUM) AND Council by use of <a href="#">Extended Travel/High-Risk Application</a>			
Tier 2			
Challenge Courses	Climbing & Rappelling	Recreational Tree Climbing	Zip Lining
Sailing	Scuba Diving	Tubing	Surfing
All Paddle Sports: Canoeing, Corcl Boats, Kayaking, Row Boating, Standup Paddle Boarding, Whitewater rafting	Backpacking, IF involves challenging terrain, extended travel and/or other high-risk activities	Spelunking/Caving	Waterskiing and Wakeboarding
	Snorkeling	Target Sports: Knife Throwing, Muzzle loading, Pistol, Rifle, Shotgun – Trap/Skeet Shooting, Target Paintball, Tomahawk/Hatchet Throwing	Windsurfing/Sail Boarding

### Retention Policy

Sensitive documents, such as financials, registrations, parent permission forms, medical information, etc., should remain in the custody of the leader after each membership year and be destroyed after five years by shredding. These documents may contain signatures and private information about members that need to be disposed of in a safe manner. If a troop disbands, paperwork should be sent to their service center for storage. Make arrangements with a membership specialist for delivery of all troop paperwork for storage at a service center. Contact [CustomerCare@girlscoutsla.org](mailto:CustomerCare@girlscoutsla.org) for assistance.

### Important Links

- [Annual Permission Form](#)
- [Annual Permission Notification Form](#)
- [Extended Travel/High-Risk Application eForm](#)
- [Parent/Guardian Single-Use Permission Form](#)
- [Safety Activity Checkpoints](#)
- [What I Need for My Girls To Attend A...](#)