

# Quick Guide to Forms



Registration & Records	Form Name	Form #	When Needed	Basic Information
	Girl Registration	NA	To register a girl member	Can not attend more than 1 meeting before providing registration form and paying GSUSA membership dues (\$12). Membership year is October 1 – September 30. Financial assistance is available.
	Adult Registration & Volunteer Application	NA	To register an adult member	See membership requirements in <i>Council Volunteer Policies</i> .
	Background Check Authorization	211	To complete a background check	Have option to complete background check with this form or online: <a href="http://www.girlscoutsosw.org/cms/onlinebackgroundcheck.aspx">http://www.girlscoutsosw.org/cms/onlinebackgroundcheck.aspx</a>
	Membership Dues Summary	NA	To turn in troop/groups membership dues	States number of registration forms, total amount of GSUSA membership dues paid, and meeting information.
	Membership Dues Credit/Debit Payment	150	To pay for membership dues with a credit card	This must accompany a registration form.
	Event Registration – Troop	NA	To register a troop for program event	Use a separate form for each event. Can also register online.
	Event Registration – Individual	NA	To register an individual for program event	Unless otherwise noted in the event description, an adult must accompany any individually registered girl to the event. Use a separate form for each event. Can also register online.
	Adult Development Course Registration – Group Setting	509a	To register for group setting adult development courses	Submit this form with payment. See cancellation/refund policy on form.
	Adult Development Course Registration – Home-study	509b	To register for home-study adult development courses	Payment is only necessary if you want the home-study packet mailed to you. Download home-study courses for free from the council website.
	Adult Training Record Update	515	To update adult training record in GSOSW database	Must attach copy of your council training record card, certification, etc.
	Training Transcript Request	514	To receive a copy of your adult training record in GSOSW database	
	Girls Record	110	Optional Form	It should be forwarded as the leadership of the troop/group changes or when a girl transfers from one troop/group to another.
Troop/Group Attendance Record	124	Optional Form	Helps you track attendance.	

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Finances	Form Name	Form #	When Needed	Basic Information
	Financial Aid Request – Event/Travel	116a	To request financial assistance for an event or travel	Requests are granted based on the financial need of the family. Financial assistance is limited to available funds. Preference will be given to girl members in awarding assistance. Chaperones may apply and will be awarded funds after girl requests have been fulfilled.
	Financial Assistance Request – Girl Membership, Dues, Uniforms, Books	116b	To request financial assistance for girl membership, dues, uniforms and/or books	Requests are granted based on the financial need of the family and are limited to available funds. No girl will be denied membership due to an inability to pay membership dues.
	Troop Financial Report	102	Due June 15 every year	Submit this form by June 15 to the service unit treasurer. Submit with form #107 & most recent bank statement. Service units use form #208.
	Approval to open new checking and/or savings account(s)	NA	To open new checking and/or savings account(s)	Form not available online. Contact the service unit treasurer to receive this document & the GSOSW IRS 501(c)(3) letter. Accounts must be opened using the GSOSW tax identification number.
	Approval to change signatures	NA	To change signatures on a bank account	Form not available online. Contact the service unit treasurer to receive this document.
	Detailed Bank Account Activity Record	107	Due June 15 every year	Submit this form by June 15 to the service unit treasurer. Submit with form #102. This needs to be completed as the transactions occur. Keep all receipts and bank statements.
	Troop Disband Notice	133a	To disband troop	Submit this form with form #133b to your service unit treasurer.
	Troop Disband Notice – Roster of Girls	133b	To disband troop	Submit this form with form #133a to your service unit treasurer.
	Application for Additional Money-earning activity	113	To get approval for money-earning projects	Submit this form a minimum of 6 weeks before the activity to your service unit event/travel coordinator. Does not need to be completed for council-sponsored product sales.
	Donation Authorization	606	To solicit cash and/or in-kind donation	Must be completed to solicit any cash or in-kind donation. Cash donations exceeding \$250, must be deposited by GSOSW and GSOSW will send the troop/group a check.
	Troop/Group Dues Record	125	Optional Form	Tracks dues collected. Amount needs to be decided as a group (leader, parents and girls) and is based on the troop's plans and family situations. It must be ok for girls to come if they can't afford dues every time.
	Store Order Form	NA	Optional Form	Order items from a GSOSW store to be shipped to your home.

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**Health, Safety & Travel**

<b>Form Name</b>	<b>Form #</b>	<b>When Needed</b>	<b>Basic Information</b>
Annual Permission Slip	120	To allow girls to participate in troop/group and council-sponsored activities that are 2 nights or less	Must notify parents/guardians of activities planned. Can not use for high risk activities. Includes permission to use photographs and for emergency medical treatment.
Individual Permission Slip	117	To allow girls to participate in one troop/group and/or council-sponsored activity that is 2 nights or less –or- is an activity considered high risk, as outlined in <i>Safety-Wise</i> .	This form can also be used when a parent/guardian does not want to sign form #120. Must notify parents/guardians of activities planned. Includes permission to use photographs and for emergency medical treatment.
Extended Travel Permission Slip	118	To allow girls to participate in one troop/group and/or council-sponsored activity that is 3 nights or more	Must notify parents/guardians of activities planned. Can not use for high risk activities. Includes permission to use photographs and for emergency medical treatment.
Notice of Intent – Troop Travel	119	To take girls on activity outside the regular meeting place/date/time and is more than 4 hours including travel time, but not more than 2 nights	Submit to service unit event/travel coordinator at least three weeks prior to activity.
Extended Trip – Application & Budget	121a	To travel with girls for 3 nights or more	Submit this form at least nine months in advance to the Teen Program Coordinator at the closest service center.
Extended Trip – Notification of Departure	121b	To travel with girls for 3 nights or more	Submit this form at least one month in advance to the Teen Program Coordinator at the closest service center. This information will be used in the event of an emergency.
Program Site Application	806	To reserve council properties	Contact the site registrar at the Portland service center to make a reservation. Form not available online.
Basic Troop Activity Health Form	204	To participate in troop activities	See <i>Safety-Wise</i> for additional details.
Accident/Injury Report	808b	To report accident or injury	Submit no later than 2 weeks after the incident to the site registrar at the Portland service center or the local Membership Manager.
Mutual of Omaha Claim Form	NA	To make an insurance claim	Submit to GSOSW
Conflict or Grievance Report	808a	To report a grievance or conflict	See <i>Council Volunteer Policies</i> for additional details.

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