

### Be Prepared: Carry Forms with You!

In case of emergency, troop leaders and event managers should always carry a copy (multiple copies for a large event) of the [Media Information Sheet](#), the [Accident-Injury Report Form](#), and the [Incident Report Form](#), as well as permission forms and Health History Forms.

Communicate with GSNorCal Risk Management staff in the Alameda Office within 24 hours in case of any accident, injury, or incident by emailing the [Accident-Injury Report Form](#) the [Incident Report Form](#) to: [Insurance@gsnorcal.org](mailto:Insurance@gsnorcal.org) or call (800) 447-4475 Ext. 0 during business hours.

For emergencies, contact council staff at its 24/7 emergency answering service: (877) 636-1912.

In an emergency, follow the GSNorCal Emergency Management Plan. [[SAFETY-WISE: Emergencies, Accidents & Incidents](#)]

Always call 9-1-1 first (if needed).

#### Accident-Injury Report Form

This form is to be used to report any accident/injury occurring at a GSNorCal event, activity, meeting, campout, field trip, etc.

#### Incident Report Form

Use this form to report any non-injury incident that occurs which may result in future problems or repercussions for the people involved or for GSNorCal. Incidents might include:

- A serious argument (may or may not escalate into verbal or physical threats)
- A physical altercation
- A non-injury incident of any sort where police are summoned
- Possible or threatened legal proceedings
- Possible or threatened adverse report(s) to the media

If you would like to report anything anonymously, please follow the Whistleblower Procedures [[ABOUT GSNorCal: Reporting Serious Concerns](#)]

### Permission Forms

Every time a group meets at a time or location different from the regular group meeting, you must use a permission form—even if the girls are responsible for getting to that location on their own. Permission forms give parents the “who, what, when, where, and why,” so that they can decide whether their daughter can participate in the trip or activity.

A signed permission form permits you to include the girl in the activity and provides up-to-date emergency contact information.

Registered girl members of the current year, even if over age 18, are required to have parental/guardian permission forms.

We have four types of permission forms at GSNorCal:

### **Annual Permission Form**

Girl Scouts of Northern California allows the use of the [Annual Permission Form](#) to be used if the activity meets all of the following criteria:

- Destination is located within 60 miles of the regular meeting place
- Does not exceed 6 hours
- Is not considered a high adventure [[SAFETY-WISE: High Adventure Activities](#)]

Note that the use of this form does not release the adult volunteers in the troop from the responsibility to effectively communicate with every family regarding the nature and logistics of each activity. If there is any possibility of a miscommunication with a family, which could result in a girl being mistakenly left unsupervised or a parent not knowing the whereabouts of their child, it is recommended that the [Activity and Event Permission Form](#) be used.

The Annual Permission Form includes options for parents to give their permission to participate in the product program, to use photographs or the girls' likenesses in media, and permission to participate in surveys or evaluations. In addition, this form also gives permission to go on trips that are located within one hour's driving time, that don't exceed 6 hours, and are not considered high adventure activities. [[SAFETY-WISE: High Adventure Activities](#)]

The Annual Permission Form is also [available in Spanish](#).

### **Activity and Event Permission Form**

The [Activity and Event Permission Form](#) is recommended for any activities on a different day/time or different location than regular troop/group meetings. The Activity Permission Form is required for any of the following:

- When the destination is farther than 60 miles from your regular meeting place
- When the activity exceeds 6 hours
- When the activity is considered high adventure [[SAFETY-WISE: High Adventure Activities](#)]

### **Permission for Sensitive/Controversial Issue**

Girl Scouts welcomes and serves girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—put the topic on hold until you have spoken with parents/guardians and received guidance from GSNorCal. When Girl Scout activities involve sensitive issues, your role is that of a caring adult who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position. You are required to obtain permission forms signed by the girls' parents/guardians using the [Permission For Sensitive/Controversial Issues](#).

[[GIRLS & ADULTS: When Sensitive Topics Come Up](#)]

## Permission to Travel for Minors

The [Permission to Travel for Minors](#) form, which must be notarized, gives the adult chaperones permission to transport minors across international borders. Two individually signed and notarized Permission to Travel with Minors forms should be carried for each girl signed by each parent or guardian. If a single parent or guardian has custody, attach documentation stating the minor is in the sole custody of the signer of the Permission to Travel for Minors form.

Girls under the age of 18 traveling from the United States to any foreign country, when not accompanied on the trip by a parent/guardian(s), must have the notarized form from the parent/guardians(s) not accompanying the child stating that:

- The child is traveling out of the United States with the permission of the remaining parent/guardian.
- The non-travelling parent/guardian is aware that the child is leaving on the departure date and time.
- The name(s) of the person(s) accompanying the child.

Girls under age 18 will not be able to board the international flight without this written permission.

## Electronic Signatures

Parent/guardian permission may be given in the traditional paper form, but increasingly, members may wish to use electronic permission, which allows a much quicker return on permission slips but also raises questions about electronic signatures and scanned documents. In most cases, you do not have to include any special language when using electronic signatures in lieu of a handwritten signature. This is because the federal Electronic Signatures in Global and National Commerce Act (E-SIGN Act) accords electronic records and electronic signatures the same legal status as written records and handwritten signatures.

Electronic signatures include but are not limited to the following:

- Submission of an online survey through a click
- Submit buttons or check boxes accompanied by language to the effect of, “by clicking the button/checking the box, I agree with these terms.”
- A name typed by the sender at the end of an e-mail message
- Faxed signatures or other electronic transmission of a document containing a handwritten signature
- A code or PIN (such as those used with ATM and credit cards)

## Health History Forms

Health History forms ([www.GSNorCal.org/forms](http://www.GSNorCal.org/forms))—which may include a physician’s examination and a list of immunizations—must be collected and kept on hand by the troop leader. Keep in mind that information contained in a girl’s health history is confidential and protected by law. The leader or other responsible adult should review the forms and keep them in sealed envelopes to be accessed in case of emergency. This information may only be shared with people who have a need to know the information such as the girl herself, her parent/guardian, an EMT, first responder or a healthcare provider. Only those adults who have a need to review the information should have access to the forms.

**Girl Health History Form (English and Spanish)**

Use this form to retain girls' medical history and receive permission from parent/guardian for emergency medical treatment. Must have on site whenever girls are participating in any Girl Scout activity (meeting or outing). Completed annually, should be reviewed by parents periodically (they can re-sign and date the form), and must be dated within 12 months of any overnight activity.

**Girl Health History Form with Physical (English and Spanish)**

Required for resident camp or trips lasting three nights or more, or when girls will be participating in physically demanding or strenuous activities. The required health examination by a professional health care provider must have been within the previous 24 months. Camp and school physicals are accepted.

**Adult Health History Form (English and Spanish)**

Required for adults attending overnight activities or events.

**Adult Health History Form with Physical (English)**

Required for adults attending trips 3 nights or more, or when they participate in strenuous or physically demanding activities. The required health examination by a professional health care provider must have been within the previous 24 months.

It is important for you to also be aware of any medications a girl may take or allergies she may have.

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or guardian.
- Some girls may need to carry and administer their own medications, such as bronchial inhalers, an EpiPen, or diabetes medication. You must have documentation from the girl's parent or guardian that it is acceptable for the girl to self-administer these medications.

Common food allergies include dairy products, eggs, soy, wheat/gluten, peanuts, tree nuts, and seafood. This means that, before serving any food (such as peanut butter and jelly sandwiches, cookies, or chips), ask whether anyone has a food allergy. Do this even if you are aware of which girls have specific allergies! Even Girl Scout Daisies and Brownies should be aware of their allergies, but double-checking with their parents/guardians is always a good idea.

If an injury occurs, a copy of the Health History Form must be submitted to GSNorCal along with the Accident/Injury Report Form to [insurance@gsnorcal.org](mailto:insurance@gsnorcal.org) or mail to:

Girl Scouts of Northern California  
Attn: Risk Management  
1650 Harbor Bay Parkway, Suite 100  
Alameda, CA 94502

See [[MONEY: Document Retention](#)] regarding retention of these forms.