

Basic Troop Documents



What are they



Who keeps them



What is their deadline for submission

Troop Management

Here are the documents for keeping the **administration** side of your troop running smoothly

What: **Girl Registration Form**

Deadline: **Before attending a meeting**

Note: a parent can attend a meeting with her/his daughter to check out the troop before registering but the parent will need to stay with her and be responsible for her

Description: Registration is \$35 for girls. Parents can [register their daughters](#) by visiting the GSNIM website (preferred) or by completing a paper form.

What: **Adult Registration Form**

Deadline: **Before attending a meeting**

Description: Adult registration is \$25 and, along with a background check, should be completed if that adult is going to interact with the girls in the troop at meetings/ field trips and/or handle troop funds. Adults can [register themselves](#) by visiting the GSNIM website (preferred) or by completing a paper form.

What: **Girl Health History Form**

Deadline: **None!** Important doc for you to keep

Description: Good to have when she attends her first meeting, but definitely before any type of fieldtrip, this document gives you important info like allergies and health concerns.

Tip: Have parents check this over each year and initial and date at the bottom after making any necessary updates. If there are a lot of updates, a new form might be in order.

What: **Adult Health History Form**

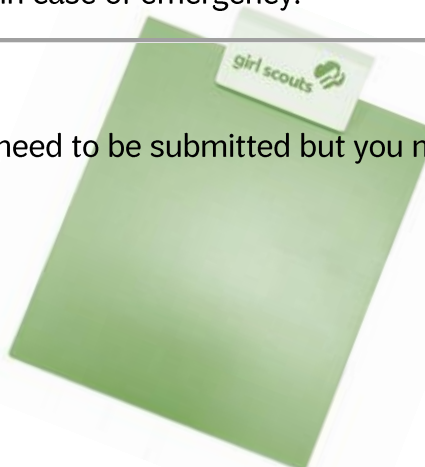
Deadline: **None!** Important doc for you to keep

Description: Adults who are regularly attending meetings and/or fieldtrips, need to have one of these in your folder of important documents to keep on hand. Adults should feel free to seal their form in an envelope to be opened in case of emergency.

Helpful Documents:

These are not required for you to keep nor do they need to be submitted but you may find them useful. Check them out and see:

- Adult Code of Conduct
- Girl Code of Conduct
- Individual Girl Record Form
- Troop Attendance Record
- Troop Record of Completed Recognitions



Finances

Here are the documents for keeping the **financial** side of your troop running smoothly

What: Bank Information and Agreement Form (BIA) *Deadline:* **two weeks after opening the troop checking account**

Description: The BIA lets us know important info like: the preferred bank location of your checking account, including the branch, account number, and who is on the account.

What: Group Financial Record *Deadline:* **submit with Annual Report each year by June 25**

Description: This form is where you record your income and expenses. It contains wonderful formulas that calculate categories for you that you need for the Annual Report

Tip: Start utilizing this form as soon as you have any expenses or income. This will make your Annual Report much easier to submit!

What: Annual Report *Deadline:* **June 25 each year**

Description: The Annual Report summarizes your troop's finances for the year. It contains information from June 1, 2020 – May 31 of each year. The preferred method of submission is via the Volunteer Toolkit (VTK) Finance tab.

Helpful Documents:

These are not required for you to keep nor do they need to be submitted but you may find them useful. Check them out and see!

Troop Budget Worksheet
Troop Dues Record
Troop Treasurer Checklist



Resources:

- ✓ **Troop Finance Basics** training on gsLearn is a super helpful training for understanding troop finances. The Troop Treasurer will need to take this training and we recommend the troop co-leaders do too!
- ✓ Cheddar Up is an online tool that troops can use for “bill” collecting (dues, field trip costs, etc). Find this on the GSNIM website under the “Volunteers”, “Online Support for Volunteers” tab.

Product Program

Here are the documents for keeping the **money-earning** side of your troop running smoothly

What: [Girl Product Program Permission Slip](#)

Deadline: **Submit before participation in the Fall and Cookie Product Programs**

Description: Any girl who will be selling during either of our product programs (Fall and Cookies) needs a permission slip before selling. The permission slip is signed for the year; one slip is good for both programs.

What: [Product Program Volunteer Agreement Form](#)

Deadline: **Submit before participation in the Fall and Cookie Product Program**

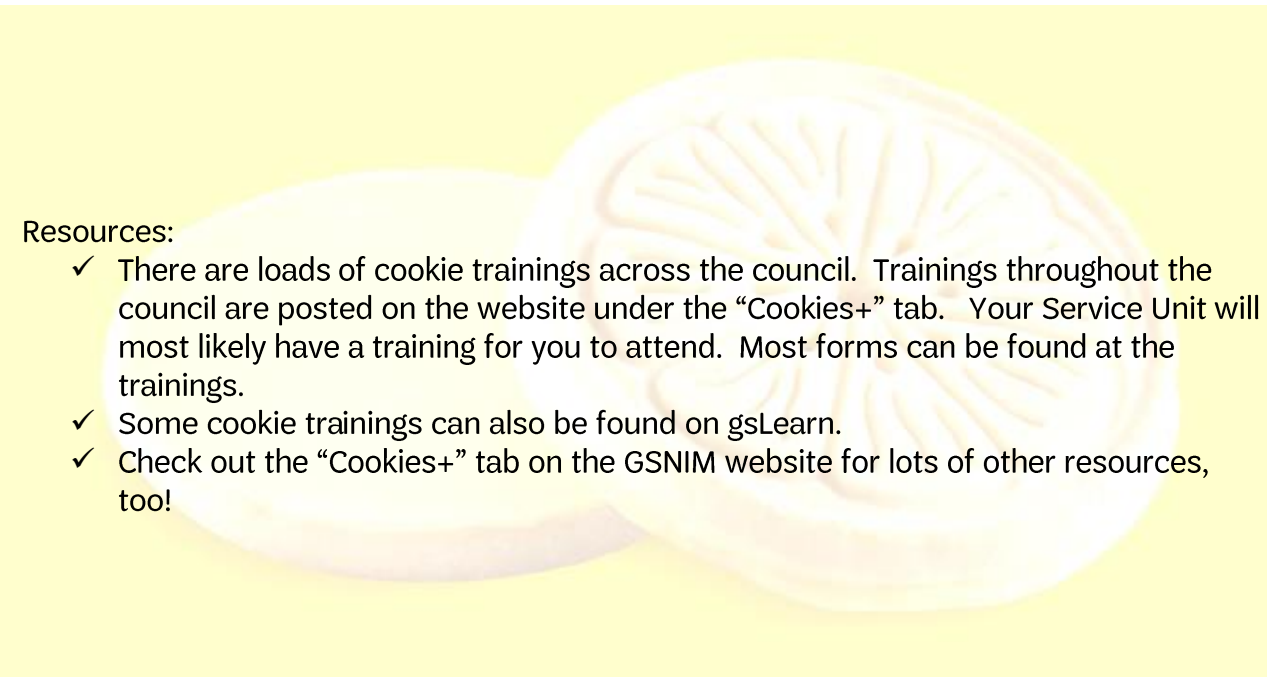
Description: This form states you are responsible for product (fall and cookies) and money collected from the sale of the products. All adults handling money and product for the troop should have this form submitted.

What: [Cookie Pickup Authorization Form](#) *Deadline:* **Submit before your first cookie order pickup**

Description: This form lists everyone who is authorized to pickup troop cookies from the council (parents will need to get cookies from the troop).

Tip: Keep this list short! Cookies get busy and you really don't want just anyone and everyone to get cookies for troop distribution.

Resources:

- ✓ There are loads of cookie trainings across the council. Trainings throughout the council are posted on the website under the "Cookies+" tab. Your Service Unit will most likely have a training for you to attend. Most forms can be found at the trainings.
 - ✓ Some cookie trainings can also be found on gsLearn.
 - ✓ Check out the "Cookies+" tab on the GSNIM website for lots of other resources, too!
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Events and Field Trips

Here are the documents for keeping the **traveling** side of your troop running smoothly

What: Parent Permission Slip

Deadline: These you keep!

Description: Whenever the troop leaves their meeting place to go on an excursion, parents should submit a signed permission slip to you. Keep these with you (along with Health History Forms – see Troop Administration) as you and your troop are out and about.

What: Additional Insurance Request Form *Deadline:* two weeks prior to event

Description: Sometimes, troops want to be able to invite family and friends to their events. An example would be a ceremony where girls receive their hard-earned patches! If the event involves unregistered people, you need additional insurance. On this form, choose Plan 2 and pay the nominal fee.

Tip: Multiple events can be listed on 1 form – less cost and time involved!

What: Non-GSNIM Specialized Activity Form *Deadline:* about 6 weeks before activity

Description: There are lots of activities in which Girl Scouts can participate. Some of those activities require a little extra planning for safety purposes. Common examples include swimming, boating, and horseback riding. This form is for participation in activities with special safety concerns.



Field Trip Tips:

- ✓ **Trip Planning Basics** is a training you will find on gsLearn and necessary to take before you venture out.
- ✓ If the troop would like to try their hand at having a campfire, a registered adult attending the campfire will need to have **Outdoor Basics**. Find the current list of available in-person trainings on gsLearn.
- ✓ A registered adult trained in **First Aid/ CPR** needs to venture out with you! If you are unsure where to obtain this certification, check on gsLearn for current certification classes being offered or check with your local Red Cross or hospital.