

Annual Permission and Health History Form Instructions

The [Annual Permission and Health History Form](#) is a required annual form for all Girl Scouts that combines the functions of the Health History forms, as well as serves to authorize participation in Girl Scout membership year activities 10/1 -9/30. This form does not cover all activities Girl Scouts may choose to participate in. Please review the below instructions for more information on how to use this form.

What activities does the Annual Permission and Health History Form authorize?

1. Activities located within 150 miles of the troop's meeting place and within the state of California
2. Activities that do not exceed 8 hours or are overnight
3. Activities that are not considered High Adventure activities, according to the High Adventure Activity Guidelines (to review these guidelines visit girlscoutsoc.org and search for "High Adventure" under Forms & Docs.)
4. Activities that do not discuss sensitive topics. Activities that discuss sensitive topics require use of a Parental Notification for Sensitive Issues form. Topics may include, but are not limited to, global citizenship, emotional and physical safety, cultural and family values, sexual identity, gender roles, or child marriage. Access this form by visiting girlscoutsoc.org and searching for Sensitive Issues under Forms & Docs

The Annual Permission and Healthy History form also gives parents/guardians the option to grant permission for the following:

- Routine troop meeting
- Activities throughout the Membership Year
- Money-earning activities approved by either the Service Unit or Council
- Medical treatment of their Girl Scout in case of emergency*

*Parents or guardians are responsible for providing the leader with updated Medical History forms as their child's circumstances change.

In the event a parent opts-out of the Annual Permission and Health History form, they must complete an Event Permission Slip for every activity the Girl Scout participates in.

How to use the form:

- Ask parents/caregivers to complete all sections of the form at the beginning of the year.
- If a parent/caregiver does not complete the Annual Permission and Health History form for activities, Troop Leaders should use an Event Permission form for that child (see additional information below).
- Care should be taken to keep protect personal information of our members and Girl Scouts. This information may be shared, as needed, with volunteers who are responsible for the well-being of the girls, such as a lifeguard or first aider.

How to notify parents and your Service Unit of upcoming activities or events:

Communicate the details of each activity or event to parents/caregiver in a way that has been previously agreed upon (e.g. email, the "digital assistant" Volunteer Toolkit, or a private Facebook or Shutterfly page) at least one week prior to the event. Your communication should include:

- Purpose of the activity/event.
- Date, start time, and end time.
- Address and phone number of the activity/event location.
- Method of transportation, including time and place of departure and return.
- What to bring, clothes to wear, and how to pay.
- Adults who will accompany the girls, and whom to contact if you have questions or in case of emergency.

Notify your Service Unit of activities at least 48 hours in advance with your troop number and the same information you shared with your parents/guardians.

What activities cannot be authorized by the Annual Permission and Health History form?

- Permission for Troop Activities with higher risk according to the Safety Activity Checkpoints (see Troop Activity Approval Guidelines, Approval Process and Application visit girlscoutsoc.org and search for “Troop Activity” under Forms & Docs)
- Agreement for council product program, a Parent Responsibility Form will need to be completed for both the Fall Product Program and the Girl Scout Cookie Program
- Activities that discuss sensitive topics. Topics may include but are not limited to, global citizenship, emotional and physical safety, cultural and family values, sexual identity, gender roles, or child marriage
- Overnights or Troop Travel

What to do for events not covered by the Annual Permission and Health History form:

For events that fall outside of the Annual Permission and Health History form, use the Event Permission form. This form can be found by visiting girlscoutsoc.org and searching Permission Form under Forms & Docs. These include:

- Trips or events, including any activity that requires authorization from Council staff.
- When you have a girl whose parent / guardian has not signed the Annual Permission Form for routine events.

Process of notification and authorization of trips and events not covered by the Annual Permission and Health History form

For Troop Activities with higher risk according to Safety Activity Checkpoints:

1. Follow the instructions outlined in the Troop Activity Approval Guidelines to receive approval of your activity.
2. After you have received approval for your activity, complete the top portion of the Event Permission form; send the form with the top portion completed to your Service Unit and parents/guardians of girls attending the event.
3. Collect the bottom portion of the permission form from parents before the event begins.

For overnights or activities taking place further than 150 miles away from your regular meeting place or activities lasting longer than 8 hours:

1. Follow the instructions outlined in the Troop/Group Travel Guidelines to obtain Service Unit or council authorization for your activity.
2. After you have received approval for your activity, complete the top portion of the Event Permission form; send the form with the top portion completed to your Service Unit and parents/guardians of girls attending the event.

Collect the bottom portion of the permission form from parents before the event begins.

Additional Information

Sensitive Issues Form

Separate signed permission is required for special programs focusing on sensitive issues. Maturity, religious beliefs, cultural standards, and family values are to be considered when planning programs. A parent meeting to discuss and review the program is recommended. Please use our Parental Notification for Sensitive Issues form template when planning a program of this nature. You can access this template by visiting girlscoutsoc.org and searching Sensitive Issues under Forms & Docs.

Document Retention Policy

Permission Forms should be maintained by the leader for two membership years. Documents should be retained on all girls who are named in an accident report or insurance claim until the girl reaches the age of majority, plus 5 years more, age of 23.