

Parents can now grant annual permission for routine events. Here's how to use the new, much-requested tools.

Girl Health History and Annual Permission

This form — required for all girls annually — combines the Health History, Permission to Give Over-the-Counter Medications, and parts of the Parent/Guardian Info Sheet, plus annual permission for routine activities (defined as those that don't require approval).

Features for parent/guardians:

- Opt to grant permission for:
 - Routine activities, for the entire membership year
 - Council-approved troop money-earning activities, e.g. cookie booth sales, gift wrapping, yard sales
 - Photo release
- Change the above choices at any time by writing to the troop leader
- Provide permission to treat their girl in an emergency

Cannot be used for:

- Permission for “higher risk” activities (see [Safety Activity Checkpoints Matrix](#))
- Participation agreement for council-sponsored product sales (the Girl Scout Cookie Program or Fall Sale)

How to use it:

- Ask parents/guardians to sign at the start of each membership year. Note and honor all selections.
- If a parent/guardian does not grant annual permission for routine activities, use a Trip or Event Permission Form for that girl (see below). Other families may still grant annual permission.
- Keep all personal information private. Do not send copies of the form to others, including council office. Information may be shared with other troop volunteers, such as a first aider, as needed.

Communicate details for each event or activity to parents/guardians in an agreed-upon way (such as email, the Volunteer Toolkit, or a closed Facebook or Shutterfly page), including:

- Date, start time and end time
- Address and phone of event location
- Transportation arrangements, including time and place of departure and return
- What to wear, bring or pay
- Adults accompanying the girls, and to contact with questions or in an emergency
- Purpose of the event

Notify your activity consultant through the online form at www.sdgirlscouts.org/approval (see details below). You'll need the same info you provide to the parents/guardians.

Trip or Event Permission form

This form replaces the Permission form, and is quite similar to it. Use the Trip or Event Permission form for:

- Trips or events including any activity that requires approval.
- Any girl whose parent/guardian declines to provide annual permission for routine events.
- All girls and all activities, if you prefer to collect specific permission for every event. You'll still collect a Health History and Annual Permission form for every girl, so you have all other info and permissions.

Other updates

- The Family Info sheet has replaced the Parent/Guardian Info sheet. The new version is more of a get-to-know-you form, since many procedural elements were moved to the Health History and Annual Permission Form. Collect one for each girl, annually.
- The back side of the Family Info Sheet is a “Meet My Girl” questionnaire. Use this when a girl joins the troop, so you’ll know how to best welcome her.
- The Activity Approval form now features a guide to training and paperwork you need for most activities.
- What Insurance Do I Need for My Activity? is an easy flow chart to help you navigate whether you need activity insurance or a certificate of insurance.
- Safety information is now easier to find. Visit www.sdgirlscouts.org/safety to find guidance on first aiders, Safety Activity Checkpoints, girl/adult supervision ratios, and much more.

New notification and approval process for trips and events

Notify your service unit activity consultant (AC) of your plans, and request approval, with our new digital tool. Follow these easy steps:

For trips or events that do *not* require approval:

1. Gather the same details you share with parents/guardians.
2. Visit www.sdgirlscouts.org/approval. Click the “Notify Activity Consultant” button.
3. Enter details, along with your contact info and a few other simple facts.
4. Upload the Trip or Event Permission for Single Events, if you’re using one.
5. Look for an email receipt, and soon after, confirmation that your AC received it.

For trips or events that *do* require approval:

1. Prepare the Trip or Event Permission for Single Events.
2. Prepare an Activity Approval form.
3. Visit www.sdgirlscouts.org/approval. Click the “Notify Activity Consultant” button.
4. Enter the details, along with your contact info and a few other simple facts.
5. Upload one sample Trip or Event Permission form (not every girl’s) and the Activity Approval form. You can also add supporting paperwork, like your Safety Management Plan or an extended trip itinerary, if needed.
6. Look for an email receipt, and soon after, your AC’s response. S/he may have follow-up questions for you. Do not make non-refundable deposits or plans until you receive approval.
7. Allow one month for the approval process, so there’s time to fix any concerns. You will need more time for extended travel.