

Parents can now grant annual permission for routine day events.

Annual Permission form

This form – required for all girls annually – gives permission for routine day activities for the entire year. Routine activities can include troop meetings, boothing activities, council-approved money-earning activities, field trips, community service projects, etc. Parents/caregivers will need to update and sign annually.

Feature for leaders:

- One form for parents to provide general permission for routine day activities for the entire membership year
- General permission for routine day activities for the membership year
 - Troop meetings
 - Boothing
 - Special events & money-earning events/activities
 - Day field trips, events, activities that are less than eight (8) hours in length of time
- Permission for leaders to use photos for troop sites
- Permission to survey
- General statement on sensitive issues
- Council Hold Harmless statement

Features for parents/caregivers:

- Opt to grant permission for:
 - Routine activities, for the entire membership year
 - Council-approved troop money-earning activities, e.g., cookie booth sales, yard sales, gift wrapping
- Don't have to sign permission every time for day activities
- Change the 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 “high-risk” activities (see [Safety Activity Checkpoints](#))
- Permission for extended-day activities which are eight (8) or more hours in length of time
- Permission for overnight activities of any length of time
- Participation agreement for council-sponsored product program activities; additional detailed forms are provided at the time of each Product Program for parent/caregiver permission

How to use it:

- Ask parents/caregivers to sign at the start of each membership year or at early renewal time. Note and honor all selections.
- If a parent/caregiver does not grant annual permission for routine activities, use the *Parent Permission* form for that girl. Other families may still grant annual permission.
- If a parent declines to provide annual permission, they will still need to fill out the form. This helps the leader capture the “yes’s” and “no’s” as indicated for all of the sections for permission and the Hold Harmless statement. The parent/caregiver still need to indicate permission for photo use, permission to survey, sensitive issues, and most importantly, for permission for medical treatment.

A Troop Leader's Guide to Permission Forms

- Keep all personal information private. Do not send copies of the form to others. Information may be shared with other troop volunteers, such as a first-aider, as needed.
- Keep this and other forms with you on all activities:
 - Annual Permission, Health History, Over-the-Counter form.
 - Parent Permission and/or Provided Rx/OTC forms (when applicable)

Written Notification:

Communicate details for each event or activity to parents/caregivers and copy your SUM or designee in an agreed-upon way (such as email, group text, the Volunteer Tool Kit (VTK) email, closed social media, or Shutterfly pages, including:

- Date, start time, and end time
- Activity description
- Address and phone of event the location
- Transportation arrangements, including time and place of departure and return
- What to wear, bring, or pay
- Adults accompanying the girls, and Emergency Contact information
- First-aider in attendance

Parent Permission Form

Use this form for:

- Any combination of day and/or overnight and high-risk activities
- Extended-day trips, events, and activities that are over eight (8) hours in duration that are not overnight
- Overnight trips, events, and activities
- High-risk trips, events, and activities
- If a parent declines to provide annual permission
- If leader chooses to collect specific permission for any event

For all extended-day, overnight trips, events, activities

- For all extended-day trips, events, and activities over eight (8) hours in duration that are not overnight
- For all overnight trips, events, and activities for any length of time.
- For Tier 1 high-risk activities (see Tier 1 and Tier 2 high-risk activities list on page 3-4).
- For Tier 2 high-risk activities AND used in conjunction with the [Extended Travel/High Risk Application](#) eform.
- All girls and all activities, if you prefer to collect specific permission for every event. You'll still collect an Annual Permission form for every girl, so you have all other information and permissions.

A Troop Leader's Guide to Permission Forms

How to use it:

- When Annual Permission is not given by the parent/caregiver for activities
 - Use the Parent Permission Form to get signed permission for every activity. This does not need to be submitted to your SUM or designee. Your SUM or designee will be notified of the activity via your established notification procedure (i.e. email, notification form, text, etc.)
- For extended-day trips, events, & activities that are over eight (8) hours in duration and not an overnight
 - Fill out and submit to service unit manager (SUM) or designee for approval
 - Once approved by SUM or designee, give to parents for their signature
 - Parents sign, keep top section with information and give signed bottom section to leader
- For short overnight trips (1-2 nights):
 - Fill out and submit to service unit manager (SUM) or designee for approval
 - Once approved by SUM or designee, give to parents for their signature
 - Parents sign, keep top section with information and give signed bottom section to leader
- For extended travel (3+ nights):
 - Fill out and submit to SUM or designee for approval
 - Fill out and submit the Extended Travel/High-Risk Application eform.
 - Once approved, give *Parent Permission* form to parents for their signature
 - Parents sign, keep top section with information and give signed bottom section to leader
- For Tier 1 high-risk activities:
 - Fill out and submit to service unit manager (SUM) or designee for approval
 - Once approved by SUM or designee, give to parents for their signature
 - Parents sign, keep top section with information and give signed bottom section to leader
- For Tier 2 high-risk activities:
 - Fill out and submit to SUM or designee for approval
 - Fill out and submit the Extended Travel/High-Risk Application eform
 - Once approved, give *Parent Permission* form to parents for their signature
 - Parents sign, keep top section with information and give signed bottom section to leader
- Keep all personal information private. Do not send copies of the form to others. Information may be shared with other troop volunteers, such as a first-aider, as needed.
- Keep this and other forms with you on all activities:
 - Annual Permission, Health History, Over-the-Counter form.
 - Parent Permission and/or Provided Rx/OTC forms (when applicable)

Service unit managers/designees may prefer additional Travel Go-Team/Council approval for Tier 1 high-risk activities, they can direct leaders to submit the Extended Travel/High-risk Application eform for that additional approval.

See charts for Tier 1 and Tier 2 high-risk activities on page 4

A Troop Leader's Guide to Permission Forms










List of Tier 1 High-Risk Activities that can be approved by Service Unit Manager (SUM) or Designee

Tier 1			
Archery & 3-D Archery	Air & BB Guns	Cross Country Skiing	Horseback Riding
Hayrides	Indoor Skydiving	Segway	
Backpacking, unless involves challenging terrain, extended travel and/or other high risk activities	Off shore water passenger vehicle, such as whale watching, Catalina Express	Tethered Hot Air Balloon	Downhill Skiing/Snowboarding

List of Tier 2 High-Risk Activities that are approved by Service Unit Manager (SUM) AND Council by use of [Extended Travel/High-Risk Application](#)

Tier 2			
Challenge Courses	Climbing & Rappelling	Recreational Tree Climbing	Zip Lining
Sailing	Scuba Diving	Tubing	Surfing
All Paddle Sports: Canoeing, Corcl Boats, Kayaking, Row Boating, Standup Paddle Boarding, Whitewater rafting	Backpacking, IF involves challenging terrain, extended travel and/or other high risk activities	Spelunking/Caving	Waterskiing and Wakeboarding
	Snorkeling	Target Sports: Knife Throwing, Muzzle loading, Pistol, Rifle, Shotgun – Trap/Skeet Shooting, Target Paintball, Tomahawk/Hatchet Throwing	Windsurfing/Sail Boarding

What type of permission do I need?

	Events/ Activities /Day Trips	Extended- Day Activities	Short Overnights	Extended Overnights	Tier 1 High-Risk Activities	Tier 2 High-Risk Activities
Annual Permission Form						
Written Notification						
Parent Permission Form						
Extended/Overnight High-Risk eForm						

For the complete Safety Activity Checkpoints document - https://www.girlscoutsla.org/content/dam/girlscouts-girlscoutsla/documents/membership/All_Safety_Activity_Checkpoints.pdf