



# Short and Snappy

Learning Opportunity for Volunteers

## What is a Short and Snappy?

- These short trainings can be provided at a service unit meeting.
- Any interested volunteer may lead a Short and Snappy.
- Short and Snappys are usually 10-45 minutes in length.

## What you will need

- Short and Snappy outline
- Sample forms
- Safety Activity Checkpoint Matrix
- Mini chocolate bars

## Things to remember

- Stay within the allotted time.
- If you don't know the answer, seek the correct answer from the appropriate support person.

## Questions? Comments?

Contact [training@sdgirlscouts.org](mailto:training@sdgirlscouts.org)

[www.sdgirlscouts.org](http://www.sdgirlscouts.org)

## 10 Common Girl Scout Forms

15 minutes

Girl Scout paperwork doesn't have to be overwhelming! In this Short and Snappy, we'll go over 10 common Girl Scouts San Diego forms. The following forms and more can be found at [sdgirlscouts.org](http://sdgirlscouts.org) on the "Forms" page (accessible in the top right menu of the site, or the left-hand menu of the "Our Council" tab) and at your local Girl Scout resource center.

We'll cover the following forms in this Short and Snappy:

1. Girl Health History Form
  2. Adult Health History Form
  3. Permission Form
  4. Activity Approval Form
  5. Permission to Give Over-the-Counter Medication
  6. Accident/Incident Report Form
  7. Permission for Money-Earnings Projects Application
  8. Opportunity Fund Application
  9. Parent/Guardian Information Form
  10. Transporting Girl Scouts
- 1. Girl Scout Health History Form.** Informs leaders of a girl's health conditions. This form is completed by a parent or guardian and follows the Girl Scout wherever she goes.
- 2. Adult Health History Form.** Provides medical and emergency information to appropriate individuals in case of accident or illness on trip or at an event. This form is completed by the adult and follows him/her wherever he/she goes.
- 3. Permission Form.** This form is completed by the troop leader. *Safety is our number one priority. For high-risk activities, follow the Safety Activity Checkpoints.*
- 4. Activity Approval Form.** Seeks approval/disapproval to hold an activity. You must submit this form to your service unit activity consultant at least one month prior to event. Do not make deposits or firm plans until approval is granted. This form is completed by

the troop leader. See Girl Scouts San Diego's Safety Activity Checkpoint Matrix at [sdgirlscouts.org/safety](http://sdgirlscouts.org/safety).

- 5. Permission to Give Over-the-Counter Medication Form.** Provides leader or first-aider permission to administer over-the-counter medication to a girl. This form is completed by a parent or guardian, who should write the dosage for each over-the-counter medication that may be administered.
- 6. Accident/Incident Report Form.** Collects information about an accident or incident that occurs during a Girl Scout activity. This form is filled out by the individual providing treatment. Follow submission instructions on the form.
- 7. Permission for Money-Earning Projects Application.** This form is filled out by the troop leader and is handed to service unit team for approval.
- 8. Opportunity Fund Application.** Application to request financial assistance for program supplies, uniform or girl and adult events and camps sponsored by Girl Scouts San Diego. This form is completed by a parent or guardian or troop leader and sent to Girl Scouts San Diego.
- 9. Parent/Guardian Information Form.** Provides permission to treat in case of emergency; information for notifying parents in case of illness or accident; and a list of authorized people who may pick up the child. This form is completed by a parent or guardian and collected by the troop leader.
- 10. Transporting Girl Scouts Form.** Collected by the individual driving, who gives it to the troop leader.

**Every adult involved in Girl Scouting is responsible for the emotional and physical safety of girls in all Girl Scout activities.**

**Forms Pop Quiz: (Hand out fun-size chocolate bars to those who know the right answer.)**

**What form(s) do you need to have for the following situations?**

1. The troop leader was involved in a fender bender transporting girls from a meeting to a field trip.
2. One of your Girl Scouts is running a low fever.
3. A parent will be attending a service unit encampment so that your troop meets the girl/adult safety ratio.
4. You have a new Girl Scout adult driving girls on a field trip to the mountains.
5. Your troop is going to meet somewhere other than its regular troop meeting area.
6. A troop in the service unit is going to host an event to earn money for a domestic trip.
7. Your Girl Scouts will be going with another troop on a field trip.
8. Someone other than a parent is picking up a girl from a troop meeting.
9. A girl who has joined your troop does not have the funds to cover the cost of a uniform.
10. Your troop is going to participate in a high-risk activity.

Answer key:

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| 1. Accident/Incident Report Form                       | 6. Permission for Money-Earning Projects             |
| 2. Permission to Give Over-the-Counter Medication Form | 7. Girl Scout Health History Form, Activity Approval |
| 3. Adult Health History Form                           | 8. Parent/Guardian Information Form                  |
| 4. Transporting Girl Scouts Form                       | 9. Opportunity Fund Application                      |
| 5. Permission Form                                     | 10. Activity Approval Form                           |

**Activity:** Leaders, alongside their activity consultant, practice filling out forms they need approved.

**Follow up:** Have your activity consultant do a form refresher at every meeting.