

# Troop Meeting/Activity\* Checklist

## For Your Troop

- [Girl Scout Ready Health Sign-in sheets](#)
- [Incident Report Form \(paper\) or web form](#) – *Just in case!*
- [Emergency Procedures Card](#) – *Just in case!*

| Required Forms to Turn in to Council  | Timeline                                  |
|---|---|
| <a href="#">Certificates of Insurance</a> – May be required depending on troop activity location.             | Due to staff prior to activity.           |
| <a href="#">Application for High Risk and Sensitive Topics</a> – May be required depending on troop activity. | Due to staff one month prior to activity. |

## Preparation

- Complete the [New Leader’s Learning Path in gsLearn](#).
- Review the GSWW COVID-19 Member Safety Guidelines and complete the **COVID-19 Member Safety Guidelines and Policy Updates waiver** module in gsLearn or submit a [paper form](#) to [customercare@girlscoutsww.org](mailto:customercare@girlscoutsww.org). - *Required for all adult volunteers participating in in-person activities.*
- Have least one adult attend who is First Aid/CPR certified.
- Review [Site Safety Checklist](#) to ensure meeting location meets safety standards. *Required for troops meeting in homes.*
- Review [Safety Activity Checkpoints](#) for planned activities throughout the year.

## For Individual Youth Girl Scouts

- [Membership - Financial Assistance](#) - *Available yearly for qualifying families.*
- [Girl Scout Permissions & Health History](#) - *Updated yearly or biannually.*
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) – *If required due to planned troop activity.*

## For Adults

- [Membership & Current Criminal Background check on file](#) – *May be required.*
- [Financial Assistance](#) - *Available yearly for qualifying families.*
- [Adult Health History Record](#)
- [Transportation Card](#) – *Required for any driver carpooling members outside of their household.*

## For Non-Members Attending Activities (Including Tag-Along Siblings)

- [Plan 2 Additional Insurance coverage](#) – *Can submit one form for multiple dates with minimum coverage purchase of \$5.00. - If paying with troop debit card, check inbox for PayPal invoice.*

\*Additional forms may be required for approved overnight activities and travel.