

# Troop Meeting Day Checklist

## For Your Troop

- [Site Safety Checklist](#)
- [COVID-19 Girl Scout Ready Sign-in Sheets](#)
- [Incident Report Form](#)–Just in case!
- [Emergency Procedures Card](#)–Just in case!

Required Forms to Turn in to the Council	Timeline
<a href="#">Certificates of Insurance</a> **	Due to the council prior to activity
<a href="#">Application for High Risk and Sensitive Topics</a> **	Due to the council 1-month prior 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.)*
- At least one adult who is first aid/CPR certified must attend.
- Review relevant [Safety Activity Checkpoints](#).

## For Individual Youth Girl Scouts

- [Membership - Financial Assistance](#) *(Available for qualifying families.)*
- [Girl Scout Permissions & Health History](#)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) –May be required depending on activities.
- [Photo Release Form](#)–Allows GSWW to share your photos on our website, social media, and more!

## For Adults

- [Membership & Current Criminal Background check on file](#) – May be required.
- [Financial Assistance](#) *(Available 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.

\*\* May be required

\*Additional forms may be required for approved overnight activities