

# Top 10 Forms At-A-Glance

All forms can be found online under the "Forms and Documents" tab on the Girl Scouts Diamonds Volunteer webpage.

Forms are updated regularly, so be sure to check online for the most up-to-date versions.

Form Name	What is the purpose of this form?	Who do I turn this form in to?	Can I share the information with anyone?	When do I need this?
Additional Troop Insurance	Allows members to purchase additional insurance for approved Girl Scout activities.	Diamonds Risk Management Department	You may share the cost calculations with your troop members if requested.	For activities where Tagalongs will be present and travel longer than 2 nights and/or 3 days.
Adult Health History	To communicate health information such as allergies, doctor information and emergency contacts	Troop Leader or Diamonds Event Contact	No, this information is private and protected by law.	Collect this form at first event/meeting attended. This information should be kept on hand at all times.
Girl Health History	To communicate health information such as allergies, doctor information and emergency contacts	Troop Leader or Diamonds Event Contact	No, this information is private and protected by law.	Collect this form at first event/meeting attended. This information should be kept on hand at all times.
Annual Permission Form	Provides permission to participate in Girl Scout trips or activities for a full year.	Troop Leader	Yes! Share this form with girls and parents/caregivers.	Collect this form at first event/meeting attended. This information should be kept on hand at all times.
Incident Form	Used to report injuries and incidents occurring during Girl Scout activities.	Diamonds Risk Management Department	This information should only be shared with Diamonds staff.	Incidents must be documented no more than 24 hours after the event has occurred.
Troop Financial Report	Communicates the financial activity of each troop and service unit.	Service Unit Treasurer	You may share the balance/expense ledger with troop members & Treasurer. Do not share account information.	This report is due by May 31 of each year.

Troop Travel Application	Requests permission from the Diamonds Council for any trip or activity that is over 120 miles or occurs overnight.	Diamonds Program Department	Yes! Share roster, trip itinerary, and emergency contact information with parents/caregivers and adults participating in trip.	3 weeks before overnight/120+ mile trip. 3 months before extended domestic trip. 12 months before international trip.
Troop Money Earning Application	Provides level specific guidelines for troops that wish to participate in additional money earning activities.	Diamonds Fund Development Department	Yes! Girls should participate in the brainstorming and planning of all money-earning activities, including the application process.	This form should be submitted at least 3 weeks before the activity.
Parent Permission Form	Communicates the details of an upcoming trip or activity.	Troop Leader	Yes! Share important event or activity information with girls and parent/caregivers.	This form should be given to troop members with plenty of notice prior to troop activity.
Program Registration Form	Communicates the request to register for a trip or activity. <i>*Online registration is preferred</i>	Troop leader or Diamonds Data Department	Yes! Share this form with girls or parents/caregivers.	When registering for a council-sponsored event or activity, but do not have access to online registration.