



## Girl Scouts of Central Indiana Guide to Forms

Note: MDM = membership development manager

Form name	When do I use it?	Submitted to?	Who can help me?	Who completes the form?	What is the timing for completion?
Volunteer Application	Application for a volunteer position, completed once	Registrar or volunteer development	Registrar, MDM, volunteer services, community organizer	All volunteers	Completed once at time of registration, unless time has lapsed between volunteer positions
GSUSA Membership Registration Forms	To register girl or adult in Girl Scouts, completed every year	Service unit registrar or council registrar	MDM, council or service unit registrar	All registered adults and girls	Before starting Girl Scouts activities, membership year is Oct. 1 – Sept. 30
GSUSA Dues Summary	Summary of registration information and dues	Service unit registrar or council registrar	MDM, council or service unit registrar	Leader or service unit registrar	Completed with every batch of registrations yearly
Troop Annual Report	Yearend report of troop	Service team	MDM, service team, leaders	Troop leaders	End of the year, due date is May 31
Troop Program Assistance Grant Application (PAG)	Financial assistance for troops to participate in programs	Girl Scouts of Central Indiana	Program department, MDM	Leader	At least 3 months prior to the event
Blanket Permission/ Health History	Permission for activities around the troop meeting place and health history	Troop leader, form is kept in troop records	Service team and MDM	Parents	Form completed at start of every membership year
Special Permission	Every field trip	Troop leader	Service team and MDM	Leaders	Depends on the event
Intent to Travel Form	Permission for more than two nights away activity	Program department, copy to service team	Service team, MDM, program liaison	Troop leader	Three months prior to trip
Service Unit Annual Report	Year-end report of service unit	MDM	MDM	Service unit team	June 30

## Optional troop resources

Form name	When do I use it?	Submitted to?	Who can help me?	Who completes the form?	What is the timing for completion?
Troop Attendance Record	Record attendance of troop members	Troop leader	Showcase, service team, other leaders	Girls and registered adults	Ongoing throughout the membership year
Individual Girl Record	Record of Girl Scouts activities	Troop leader	Showcase, service team, other experienced leaders	Troop leader, girl or parent or guardian	Ongoing throughout the membership year
Troop Dues Record	Record of meeting dues	Troop leader, troop treasurer	Showcase, service team, other experienced leader	Troop leader, troop treasurer (girl or adult)	Ongoing throughout the membership year
Detailed Cash Record	Record of troop income and expenses	Troop leader, troop treasurer	Showcase, service team, MDM	Troop leader or troop treasurer	Ongoing throughout the membership year

Forms and addresses for the GSCI offices are on the council Web site, [www.girlscoutsindiana.org](http://www.girlscoutsindiana.org)