

<b>Other Useful Forms</b>	<i>When to fill out or turn it in?</i>	<i>Required?</i>
<b>Troop Finance and Insurance</b>		
Detailed cash record of troop/group and annual report of the troop/group treasurer	ongoing	OPTIONAL
Fiscal Work Sheet (4474) *	ongoing	OPTIONAL
Insurance Claim Form (M18979-1106)	As soon as possible after accident	HIGHLY RECOMMENDED
Supplemental Insurance Request (3548)	Two weeks prior to the event	HIGHLY RECOMMENDED
Troop/Group Dues Record	ongoing	OPTIONAL
<b>Trip Related</b>		
Trip Permission* (695)	Prior to every trip unless using the "Orange Cards"	MANDATORY (unless using #161)
Troop Adventure Intent to Travel Packet (894)	Troop trips longer than 3 days or farther than 250 miles from home.	MANDATORY Training is Needed
Vehicle Assignment List * (141)	Day of activity	OPTIONAL
<b>GSUSA troop record keeping (** may be purchased at shop)</b>		
Daisy Girl Scout / Petals Record	ongoing	OPTIONAL
Brownie Girl Scout / Try-It Chart **	ongoing	OPTIONAL
Junior Girl Scout Badges & Awards Record	ongoing	OPTIONAL
Cadette & Senior Girl Scout Interest Project	ongoing	OPTIONAL
Girl's Record **	ongoing	OPTIONAL
Summary Record of Completed Activities **	ongoing	OPTIONAL
Troop/Group Attendance Record *	ongoing	OPTIONAL
<b>Miscellaneous Forms</b>		
Troop Leader and Parent /Guardian Agreement Form (6644) in leader packet	at registration	OPTIONAL
Adult Emergency Form *(638)	By activity date	MANDATORY
Adult Talent Bank (651) in leader packet	At parent meeting	OPTIONAL
Change of Member Info* (FM36)	Use to change any information on a registered individual.	MANDATORY
Consent to Provide Treatment to a Minor* (3509)	If over-the-counter or prescription medication will be provided	MANDATORY
Creating a New Troop/Group from Currently Registered Members* (FM35)	Use to change troop number for many registered girls.	MANDATORY
Girl Scout Adult Biography Record * (638)	Update annually	HIGHLY RECOMMENDED
Service Project Finder * (343)	Annually with registration	HIGHLY RECOMMENDED
Sponsorship Agreement * (613)	After agreement is made	OPTIONAL
* available on line		