

Forms

Include the following information on the top of every form

Membership Year Council Code 563 Community Service Team Troop/If Applicable

Community Service Team		
FORM	INSTRUCTIONS	DEADLINE
Annual Community Service Team/Troop Financial Report	Summarizes income and expenses for the year and indicates balance on hand at the end of the year. Must be completed to be considered for reappointment.	Must be completed and turned in by June 30. Required for re-appointment and re-registration.
Bank Account Agreement	Used to set up a troop account at the bank identifying council policies and procedures for bank accounts.	Original must be turned in to CDE or Council. Contains GSWESTOK's Federal tax identification number to help leaders set up accounts.
Community Service Team Budget	Used to verify CST funds. This is required for re-appointment.	
Community Service Team Monthly Report	To be completed monthly and given to your CDE	
Community Service Team Monthly Treasurers Report	To be completed and returned to your CDE.	
Cookie Bonus		
Council Delegate Registration Form	Used for the CST to be represented at the annual meeting. It is sent out in the fall.	
Event Registration	Used as an alternative to registering online for a council event.	By the events deadline date.
Event Report	Used to summarize and report on the actual costs of an event. To be completed by event coordinator.	Received by GSWESTOK 5 days after the event. Attach sample evaluation, any publicity, and summary of evaluations.
Financial Assistance Request	Used to request assistance for girls. To be completed by Leader.	Turn in to GSWESTOK when need is recognized. Keep records of financial assistance received by girls, adults, and troops and report on Financial Report for Troop.
Friends of Girl Scouts	This form is used to help communities support Girl Scouts by becoming a friend.	
Scholarship Form for Girls	Scholarships are available for girls who need financial assistance in order to pay for their Membership fees. Fill this out and return it to GSWESTOK.	

<h2>Membership</h2>		
Adult Registration	Used to sign up for Girl Scouts.	September 30. Membership is \$12 a year.
Alumnae Form	Used to let us know who are alumnae.	
Change of Membership Info	Used to let us keep all of you and your girl's information up to date.	
Girl Registration	Used to sign up for Girl Scouts.	September 30. Membership is \$12 a year.
Membership Dues Summary	Keeps track of all the money and registrations.	
Volunteer Application	<p>Begins the process of volunteering for GSWESTOK.</p> <p>Spread the word about being a Girl Scout Volunteer and pass this form out to your friends and family!</p>	Must be completed and turned into GSWESTOK prior to volunteer services.
<h2>Leadership Recognition</h2>		
Community Award Nomination Form	Used to nominate a person with Outstanding service to GSWESTOK by assisting two or more Community Service Teams	
Community Service Team Level Award Nomination Form	Complete this form to endorse an individual nominated for an adult award.	
Council Level Award Nomination & Endorsement	Complete this form to endorse an individual nominated for an adult award in Girl Scouts – Western Oklahoma, Inc.	
Leadership Awards Chart		
Year Pin Request	<p>To be competed for recognition of more than five years as a volunteer or staff.</p> <p>Volunteers are recognized in five-year increments.</p>	<p>5-20 years at a Community Service Team Event.</p> <p>25+ years at a Council Event</p>
<h2>Troop Pathway Required Forms</h2>		
Accident/Incident Report	Must be completed by the adult in charge after any of the following incidents: Accidents	The completed form must be submitted to CEO or COO within 24 hours. Include photographs, news clips,

	Illness requiring hospitalization Death Child abuse/neglect Extra-ordinary situations Relay only the facts.	police reports, etc. For child abuse, the report must be made the same day the possibility of abuse is noted.
Activity Accident Insurance Plan	Used to claim extra insurance for non-Girl Scout members who attend a meeting or event. Forms must be turned in to GSWESTOK. For a signature & processing to mutual of Omaha.	Two weeks prior to the event. \$5.00 minimum fee
Adult Registration	Used to sign up for Girl Scouts.	September 30. Membership is \$12 a year.
After Meeting Pick-Up Form	Permission for a girl to leave with the respective person.	
Annual Community Service Team/Troop Financial Report	Summarizes income and expenses for the year and indicates balance on hand at the end of the year. Must be completed to be considered for reappointment.	Must be completed and turned in by June 30. Required for re-appointment and re-registration.
Event Approval Request	Must be completed and approved before an event can take place.	
Girl Outcome Evaluation	Used to evaluate the leadership outcomes.	
Girl Registration	Used to sign up for Girl Scouts.	September 30. Membership is \$12 a year.
Health History Record for Girls and Adults	Must be filled out for all members by the parent/guardian. Leader keeps completed copy and brings to events, trips, etc. for each member. Includes adult participants. The second page Health Exam record is used by girls going to resident camp or on extended trips.	Must be updated annually, before the member may participate in Girl Scout activities. Health Exam record must be submitted according to deadline for camp or event.
In-Kind Solicitation Record	Use to record a request for a donation for Girl Scouts. Helps ensure only one person asks a donor.	As soon as possible, submit to Council.
Membership Dues Summary	Keeps track of all the money and registrations.	
Money-Earning Request	Used for approval of all money-earning activities. Complete and submit to the Fund Development Department. A budget must be submitted.	At least 30 days prior to the money-earning project. Turn into the Fund Development Director. Attachment of itemized budget and detailed information is needed. If activity will be for an Extended Trip approval should be submitted.

Parental Consent	Used to gain permission and to promote communication between leader and parent/guardian. To be completed by both the leader and parent/guardian.	Determined by leader. Must be used for High Risk, Sensitive Issue, and Photo-Video authorizations. Leader and parent keep their portions.
Photograph and Video Consent	Used to give GSWESTOK Permission to photograph and Video your girl.	
Sponsorship Agreement	Used to establish relationship and define responsibilities between a troop and sponsor.	When you form the relationship, submit copy of form to your CDE. Recognize your sponsor at your end-of year ceremony with an appreciation certificate. Request from council 30 days prior.
Volunteer Application	Begins the process of volunteering for GSWESTOK. Spread the word about being a Girl Scout Volunteer and pass this form out to your friends and family!	Must be completed and turned into GSWESTOK prior to volunteer services.
Volunteer Driver Information	To be submitted by any person who will be transporting girl or adult Girl Scouts.	To be resubmitted annually.

Troop Pathway Optional Forms

Attendance Record	Used to keep a record of girls' attendance at meetings and events	Not Required. May be kept by a girl or an adult.
Detailed Cash Record	Allows a troop to keep track of all the cash received or paid out of the troops treasury.	Not required. Makes Annual Troop Financial Report easier to complete.
Dues Record	Used to record regular payment of troop dues by girls. May be kept by a girl or an adult.	Record total weekly dues collected on Detailed Cash Record.
Girl's Record	Keeps accurate, detailed record of a girl's accomplishments and awards.	On-going. Give to girl's parent when she leaves GSWESTOK for another council.
Honor Troop Patch Requirements & Record Sheet	Used to recognize the efforts of troop/group leaders and girls in their dedication to excellence in strong girl-adult partnerships and experiencing diverse and balanced programs.	Complete requirements from August through May to qualify for recognition. Applications must be submitted by June 30, to GSWESTOK.
Performance Review for Leaders/Assistant Leaders	Completed by leaders, co-leaders, and assistant leaders and approved by their supervisors.	Must be completed and turned in to Community Service Team Manager by June 30. Self-evaluation required for re-appointment.
Scholarship Form for Girls	Scholarships are available for girls who need financial assistance in order to pay for their Membership fees. Fill this out and return it to GSWESTOK.	

Troop Group Inventory	Used to record the number and location of all books, flags, camping gear, and more belonging to the troop.	Must be received by Community Service Team Manager or CDE no later than June 30.
Welcome to Girl Scouts!	Complete this form and provide to the parent/guardian of each girl in your troop.	First parent meeting at beginning of year or when your troop starts.
Travel Pathway		
Accident/Incident Report	Must be completed by the adult in charge after any of the following incidents: Accidents Illness requiring hospitalization Death Child abuse/neglect Extra-ordinary situations Relay only the facts.	The completed form must be submitted to the CEO or COO within 24 hours. Include photographs, news clips, police reports, etc. For child abuse, the report must be made the same day the possibility of abuse is noted.
Activity Accident Insurance Plan	Used to claim extra insurance for non-Girl Scout members who attend a meeting or event. Forms must be turned in to GSWESTOK. For a signature & processing to mutual of Omaha.	Two weeks prior to the event. \$5.00 minimum
Attendance Record	Used to keep a record of girls' attendance at meetings and events	Not Required. May be kept by a girl or an adult.
Detailed Cash Record and Annual Report	Allows a troop to keep track of all the cash received or paid out of the troop treasury.	Not required. Makes Annual Troop Financial Report easier to complete.
Event Approval Request	Must be completed and approved before an event can take place.	
Extended Trip Approval	Used for any trip lasting three nights or more. To be completed by the adult in charge of the trip.	At least two months prior to departure date to GSWESTOK. You also need to fill out the Plan 3E Enrollment form. For trips more than 2 nights.
Girl Outcome Evaluation	Used to evaluate the leadership outcomes.	
Girl's Record	Keeps accurate, detailed record of a girl's accomplishments and awards.	On-going. Give to girl's parent when she leaves GSWESTOK for another council.
Health History Record for Girls and Adults	Must be filled out for all members by the parent/guardian. Leader keeps completed copy and brings to events, trips, etc. for each	Must be updated annually, before the member may participate in Girl Scout activities. Health Exam record must be

	<p>member.</p> <p>Includes adult participants</p> <p>The second page Health Exam record is used by girls going to resident camp or on extended trips.</p>	<p>submitted according to deadline for camp or event.</p>
In-Kind Solicitation Record	<p>Use to record a request for a donation for Girl Scouts.</p> <p>Helps ensure only one person asks a donor.</p>	<p>As soon as possible, submit to Council.</p>
Membership Dues Summary	<p>Keeps track of all the money and registrations.</p>	
Money-Earning Request	<p>Used for approval of all money-earning activities.</p> <p>Complete and submit to the Fund Development Department.</p> <p>A budget must be submitted.</p>	<p>At least 30 days prior to the money-earning project. Turn into the Fund Development Director.</p> <p>Attachment of itemized budget and detailed information is needed.</p> <p>If activity will be for an Extended Trip approval should be submitted.</p>
Parental Consent	<p>Used to gain permission and to promote communication between leader and parent/guardian. To be completed by both the leader and parent/guardian.</p>	<p>Determined by leader. Must be used for High Risk, Sensitive Issue, and Photo-Video authorizations. Leader and parent keep their portions.</p>
Scholarship Form for Girls	<p>Scholarships are available for girls who need financial assistance in order to pay for their Membership fees. Fill this out and return it to GSWESTOK.</p>	
Troop Group Inventory	<p>Used to record the number and location of all books, flags, camping gear, and more belonging to the troop.</p>	<p>Must be received by Community Service Team Manager or CDE no later than June 30.</p>
Volunteer Driver Information	<p>To be submitted by any person who will be transporting girl or adult Girl Scouts.</p>	<p>To be resubmitted annually.</p>
Event Pathway		
Accident/Incident Report	<p>Must be completed by the adult in charge after any of the following incidents:</p> <p>Accidents Illness requiring hospitalization Death Child abuse/neglect Extra-ordinary situations Relay only the facts.</p>	<p>The completed form must be submitted to the CEO or COO within 24 hours.</p> <p>Include photographs, news clips, police reports, etc. For child abuse, the report must be made the same day the possibility of abuse is noted.</p>
Activity Accident Insurance Plan	<p>Used to claim extra insurance for non-Girl Scout members who attend a meeting or event.</p>	<p>Two weeks prior to the event. \$5.00 Minimum.</p>

	Forms must be turned in to GSWESTOK. For a signature & processing to mutual of Omaha.	
Event Approval Request	Must be completed and approved before an event can take place.	
Event Registration	Used as an alternative to registering online for a council event.	By the events deadline date.
Event Report	Used to summarize and report on the actual costs of an event. To be completed by event coordinator.	Received by GSWESTOK 5 days after the event. Attach sample evaluation, any publicity, and summary of evaluations.
Girl Outcome Evaluation	Used to evaluate the leadership outcomes.	
Health History Record for Girls and Adults	Must be filled out for all members by the parent/guardian. Leader keeps completed copy and brings to events, trips, etc. for each member. Includes adult participants The second page Health Exam record is used by girls going to resident camp or on extended trips.	Must be updated annually, before the member may participate in Girl Scout activities. Health Exam record must be submitted according to deadline for camp or event.
Parental Consent	Used to gain permission and to promote communication between leader and parent/guardian. To be completed by both the leader and parent/guardian.	Determined by leader. Must be used for High Risk, Sensitive Issue, and Photo-Video authorizations. Leader and parent keep their portions.
Scholarship Form for Girls	Scholarships are available for girls who need financial assistance in order to pay for their Membership fees. Fill this out and return it to GSWESTOK.	
Volunteer Driver Information	To be submitted by any person who will be transporting girl or adult Girl Scouts.	To be resubmitted annually.
Series Pathway		
Girl Outcome Evaluation	Used to evaluate the leadership outcomes.	
Girl's Record	Keeps accurate, detailed record of a girl's accomplishments and awards.	On-going. Give to girl's parent when she leaves GSWESTOK for another council.

Girl Registration	Used to sign up for Girl Scouts.	None. Membership is \$12 a year.
Health History Record for Girls and Adults	Must be filled out for all members by the parent/guardian. Leader keeps completed copy and brings to events, trips, etc. for each member. Includes adult participants The second page Health Exam record is used by girls going to resident camp or on extended trips.	Must be updated annually, before the member may participate in Girl Scout activities. Health Exam record must be submitted according to deadline for camp or event.
Parental Consent	Used to gain permission and to promote communication between leader and parent/guardian. To be completed by both the leader and parent/guardian.	Determined by leader. Must be used for High Risk, Sensitive Issue, and Photo-Video authorizations. Leader and parent keep their portions.
Service Project Report	Used to keep track of all the service projects Turn in to the Pathway Department.	Complete as soon as the service project is complete.
Uniquely ME! Patch	Used to order the patches after participating or leading a Uniquely ME! program.	

Camp Pathway

Accident/Incident Report	Must be completed by the adult in charge after any of the following incidents: Accidents Illness requiring hospitalization Death Child abuse/neglect Extra-ordinary situations Relay only the facts.	The completed form must be submitted to the CEO or COO within 24 hours. Include photographs, news clips, police reports, etc. For child abuse, the report must be made the same day the possibility of abuse is noted. Please do not use camp names.
Activity Accident Insurance Plan	Used to claim extra insurance for non-Girl Scout members who attend a meeting or event. Forms must be turned in to GSWESTOK. For a signature & processing to mutual of Omaha.	Two weeks prior to the event. \$5.00 Minimum required.
Camp Site reservation	Used to reserve camp facilities. Certified Adults must be listed in order to reserve a camp. The Activity Approval Request must be turned in and approved before reservation for Community Service Team Events.	Individual groups may reserve a campsite no sooner than three months in advance. Community Service Teams may reserve 6 months in advance.
Challenge Course Reservation		

Extended Trip Approval	Used for any trip lasting three nights or more. To be completed by the adult in charge of the trip.	At least two months prior to departure date to GSWESTOK. You also need to fill out the Plan 3E Enrollment form.
Girl Outcome Evaluation	Used to evaluate the leadership outcomes.	
Health History Record for Girls and Adults	Must be filled out for all members by the parent/guardian. Leader keeps completed copy and brings to events, trips, etc. for each member. Includes adult participants The second page Health Exam record is used by girls going to resident camp or on extended trips.	Must be updated annually, before the member may participate in Girl Scout activities. Health Exam record must be submitted according to deadline for camp or event.
Horse Program Reservation	Used to reserve the Horses at Camp E-Ko-Wah near Marlow, OK (May-October Only)	
Parental Consent	Used to gain permission and to promote communication between leader and parent/guardian. To be completed by both the leader and parent/guardian.	Determined by leader. Must be used for High Risk, Sensitive Issue, and Photo-Video authorizations. Leader and parent keep their portions.