

# QUICK REFERENCE FORMS LIST

All forms available online at [www.girlscoutsaz.org/forms-library](http://www.girlscoutsaz.org/forms-library).

## HEALTH & SAFETY

- **Girl Health Form and Permission Slip (MS-28)**  
To be completed or updated by parent/guardian each membership year and kept with the troops at all activities.
- **Adult Health Form (AE-48)**  
To be completed or updated each membership year for every adult participating in activities/events and kept with troop/group at all activities.
- **Request for Additional Insurance (MS-47)**  
Additional insurance is needed when taking trips of three nights or more. Form to be completed and submitted to Council Receptionist with a check to Mutual of Omaha at least four weeks before trip.
- **Trip Application (MS-50a)**  
Complete this form for any overnight, Day trip over 250 miles and International Trips. Submit to MSE.
- **Emergency Procedure Card (MS-27)**  
To be kept for reference at all activities/events in case of serious accident or emergency
- **Accident Insurance Claim Form**  
Completed when filing an accident claim. Email with Incident Form to [incidents@girlscoutsaz.org](mailto:incidents@girlscoutsaz.org)
- **Incident Report Form (AD-44)**  
Email to [incidents@girlscoutsaz.org](mailto:incidents@girlscoutsaz.org)
- **Request for additional insurance (MS-47)**  
Plan 2 offers additional insurance for non-members at events. Form should be submitted with a check to the council 30 days before activity.
- **Request for Certificate of Liability Insurance (Prop-05)**  
Certificates of Insurance are issued upon request to companies and/or organizations providing the use of their site to Girl Scout troops/groups for Girl Scout activities. Many organizations/companies require a certificate of insurance before they will allow a group to reserve their site. Submit COI to [insurance@girlscoutsaz.org](mailto:insurance@girlscoutsaz.org).

## FINANCE

- **Event Planning Worksheet & Budget (PS-05)**  
To be used for planning events of any size, at any level and all money earning projects.
- **Financial Assistance Guidelines**  
To be completed and submitted six weeks before activity to the council Financial Aid Committee when a girl or troop/group requests financial assistance for program or educational opportunities.