

## SUM I NEED Forms Request

Name: \_\_\_\_\_

Service Unit: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Indicate HOW MANY you need. Do not over order; they are revised frequently.

Send form to: GSGWM Administrative Support Team  
P. O. Box 10832  
Bedford, NH 03110-0832  
Or fax to: 627-4169, Attn: Administrative Support Team  
Or email to: [info@girlscoutsgwm.org](mailto:info@girlscoutsgwm.org)

### **MANAGEMENT FORMS**

_____ Adult Membership Record	_____ Mutual of Omaha InsurancePlan2
_____ + Adult Recognitions Approval & Order Form	_____ Presidents Award
_____ + Adult Recognitions nomination form	_____ Service Team Directory
_____ Community Money Earning Permission	_____ Service Unit Finance Report
_____ Community Profile	_____ Service Unit Inventory
_____ +Criminal Background Release Authorization	_____ + Service Unit Plan of Work
_____ +CORI Request	_____ SUM Discussion Sheet
_____ Crisis Communication	_____ SUM I Need Forms Request
_____ Fact Sheet	_____ + Training Award Application
_____ Home Inspection Checklist	_____ + Volunteer Application
	_____ Volunteer Expense Reimbursement
	_____ + Volunteer Request for Written Reference

### **TROOP/GROUP LEADER FORMS**

_____ + Bank Account Form for Troops/Groups & Service Units	_____ + Incident Report
_____ Detailed Cash Record	_____ Insurance Form & Pamphlet
_____ + Girl's Record	_____ + Parent Permission for Money Earning
_____ + Troop/Group Finance Report	_____ + Pink Permission
_____ Troop/Group Financial Aid Request	_____ Safe Driver Pledge
_____ + Troop/Group Annual Report	_____ Safe Passenger Pledge
_____ Guidelines for Troop/Group Meetings at Council Sites	_____ Sponsorship Agreement
_____ + Health History Record	_____ Ways Parents Can Help
	_____ Ways Daisy Parents Can Help

## **TROOP/GROUP ACTIVITY FORMS**

- \_\_\_\_\_ + Application for Site Use
- \_\_\_\_\_ + Extended Trip Application (2+ nights or out of New England /USA) & + Travel Checklist
- \_\_\_\_\_ + Troop/Group Money Earning instructions, permission & Report
- \_\_\_\_\_ + Troop/Group Trip / Activity Alert
- \_\_\_\_\_ + Intent to Travel
- \_\_\_\_\_ + Service Center Tour Request
- \_\_\_\_\_ + Service Project Report

## **ANNUAL VOLUNTEER SERVICE APPOINTMENT & REVIEW FORMS**

Please circle A for appointment forms, circle R for review forms and indicate how many of each form you need in the blank

- |   |   |
|---|---|
| A ___ R ___ Area Training Coordinator                                       | A ___ R ___ Service Unit Organizer  |
| A ___ R ___ Council Trainer   | A ___ R ___ Service Unit Orientor   |
| A ___ R ___ Group/Troop Leader  | A ___ R ___ Service Unit Outdoor Program Consultant                             |
| A ___ R ___ + Group/Troop Product Sale Coordinator (Fall Product or Cookie) | A ___ R ___ Service Unit Product Sale Delivery Manager (Fall Product or Cookie) |
| A ___ R ___ Service Unit Age Level Consultant                               | A ___ R ___ Service Unit Public Relations Consultant                            |
| A ___ R ___ Service Unit Executive Committee Member                         | A ___ R ___ Service Unit Registrar  |
| A ___ R ___ Service Unit Family Partnership Coordinator                     | A ___ R ___ Service Unit School Organizer                                       |
| A ___ R ___ Service Unit Finance Manager                                    | A ___ R ___ Service Unit Secretary  |
| A ___ R ___ Service Unit Juliette/Individual Girl Consultant                | A ___ R ___ Service Unit Special Events Coordinator                             |
| A ___ R ___ Service Unit Manager  | A ___ R ___ Service Unit Task Team Leader                                       |

## **ORIENTATION MATERIAL**

- \_\_\_\_\_ *Orientation Manual*
- \_\_\_\_\_ *Leader Resource Book*
- \_\_\_\_\_ + *The Current*
- \_\_\_\_\_ + *The Fish Bowl*
- \_\_\_\_\_ *Training Card*
- \_\_\_\_\_ *Leader's Digest--Blue Book of Basic Documents*
- \_\_\_\_\_ *Safety-Wise*
- \_\_\_\_\_ *What We Stand For*

**+ indicates documents available on line at our website [www.girlscoutsgwm.org](http://www.girlscoutsgwm.org) choose volunteers/forms or choose about us/publications.**