



## Procedure for Collecting Health History Forms

Girl Scouts of the USA girl and adult membership forms do not have a health history section due to concerns regarding the HIPAA Privacy Rule.

However, having information about allergies and special needs is an important aspect of providing a safe environment in Girl Scouting.

We encourage leaders to use this Health History Form for all members: girls and adults. Because the information provided is *confidential*, please follow this procedure:

1. *At the beginning of the membership year*, the parent or guardian of each girl member as well as each adult member completes a Health History Form.
2. The leader or group first aider reviews the information in order to be aware of any special needs or allergies that should be kept in mind when planning trips, meetings, or other Girl Scout events.
3. After review, the Health History Form is placed in a sealed envelope with the person's name on it to be opened only in the event the information is needed.
4. The sealed envelopes are brought to every activity in which the members participate. If girls and adults are riding in a vehicle, the driver of the car should have all the sealed envelopes.
5. *At the end of the membership year*, the Health Histories should be shredded to protect the privacy of all individuals.

If you have any questions about the retention or use of Health History forms, please contact Girl Scouts of the Green and White Mountains at 888-474-9686 or [customercare@girlscoutsgwm.org](mailto:customercare@girlscoutsgwm.org).