

TROOP RECORD KEEPING GUIDE

An essential part of Troop administration is keeping accurate records for the Troop. Accurate record-keeping helps maintain high standards, ensures checks and balances, manages risk, and is important for tracking girl advancement. Some documents will be maintained at the Troop level, and other will be shared digitally with AHG Inc. All forms and documents should be kept confidential and stored securely at the Charter Organization. It is important that the Troop keep forms and financial information such as permission slips, health and medical history forms, high adventure forms, attendance logs, bank statements and receipts for at least **four** years.

Forms to be shared with AHG Inc.:

- Troop Trip Notification
- Incident Report
- CPR and First Aid Certification

Forms to be completed and stored at the Charter Organization for the Troop:

- Troop Meeting Permission Slips
- Event, Trip and Activity Permission Slips
- Sign in and Out Sheet
- Health and Medical Forms (girl and adult)
- High Adventure Health and Medical Forms (girl and adult)
- Troop Transport Forms
- Medication Log
- Request for Administration of Medication Form
- Swim Test Classification
- Troop Budget
- Troop Policy Handbook
- Troop End of Year Financial Statement
- Troop bank statements

Storage of Forms

AHG does not recommend scanning, digitally storing or electronically transmitting medical records. Carrying copies of forms when on a trip or attending an event or activity allows a Troop to provide the form to emergency personnel in the event of an emergency. The copy of the form can easily be sent with the injured person to the ER, urgent care, etc. or it is available to the Health and Safety Lead or another Adult Member as reference if an individual requires care. For more information about digitally storing forms, please refer to AHG's Health and Safety Policies and Guidelines.

Transfer of Girl Member Records

When a Girl Member transfers from one Troop to another, the Troop Coordinator of the new Troop will contact their Hometown Mentor or Troop Coach to have the girl and her household transferred to the new Troop. As a courtesy, the following forms can be copied and sent with the girl or sent directly to the new Troop Coordinator:

- Badge Achievement Record
- Service Hour Tally Sheet
- Joining Award and/or Level Award Tracking Sheet(s)