



## **Troop 116 Permission Slips, Health Forms, and Registration Fees**

Dear Scouts and Parents:

This letter explains Troop 116 policies and procedures related to the paperwork that goes along with an outing. This paperwork is necessary for insurance and liability reasons. I hope that this document answers most of your questions.

First, each Scout and adult attending a troop-sponsored event outside of a troop meeting at the troop meeting place must complete a BSA medical form.

All scouts and adults under age 40 need to complete a BSA Class 1 Health and Medical Record (health history) and then update in every year. Scouts and adults who will participate in an activity that lasts longer than 72 hours (such as summer camp) must also complete the Class 2 Health and Medical Record (physical exam results). The Class 2 information must be updated every 36 months.

Adults who are 40 and older and Scouts participating in a High Adventure trip need to complete the Class 3 Medical Form/Evaluation (health history and medical exam results). Adults age 40 and older must update the form once a year. Take it with you to your annual physical.

When complete, submit the medical form to the Scoutmaster, any Assistant Scoutmaster, the Committee Chair, or the Outdoor Chair. We will incorporate the forms into the 'Health Information Books' that we take on every outing.

Event registration/permission forms are distributed to Scouts at troop meetings approximately four troop meetings prior to an event ('T-4'). The form lists emergency contact info, medical and dental insurance information, any medications and allergies, and event cost of the outing. For liability and insurance reasons, the troop must have a signed copy of the permission form in our possession during the event so that we may obtain treatment for the Scout in case it becomes necessary.

It is the Scout's responsibility to take the permission form home, fill it in with his parents, and return the form and event fees to his patrol leader at the next troop meeting ('T-3'). There are several items that need to be completed prior to returning the permission form:

1. Near the top is a single checkbox marked 'Check here and return form if you are not going!'. If you are not able to attend the event, simply check this box and return the form at the next troop meeting. No further action is required....
2. If one or more adults are attending the event, write in names of the adults attending in the space provided. Otherwise, check the box marked 'Not Attending Event'.

3. If a parent is planning to drive to the event (parents are always welcome), list which vehicle is to be driven in the space provided so that BSA insurance can be activated for that vehicle for that event. If not driving, check the box marked 'Not Driving to Event'.
4. Review the emergency contact and medical information at the top of the form. Please make any corrections that you think are necessary. (Information is corrected in our database when forms are turned in.) If all info is correct, check the box at the bottom of the form marked 'YES' – All information is correct. If you have had to make changes, check the box at the bottom of the form marked 'NO – I have updated the info'.
5. Review the statement granting permission for participation. The parent signs and dates the bottom of the form in the space provided.
6. Attach event participation fees (preferably as a check written to Troop 116) to the permission form and note the total amount included on the appropriate space on the form.

The Scout then returns the form to his patrol leader at the next troop meeting. (Scouts and patrol leaders learn responsibility by taking care of these things themselves. Parents, please don't deny them this learning opportunity by turning in forms directly to the troop adult leadership.)

Once forms are collected, the troop committee generates a trip permit, pays for the outing, and places completed forms into the 'Health Information Books' in case it becomes necessary to show proof of participation.

It is necessary to file the trip permit at least two weeks prior to the event to activate the troop's accident and liability insurance. Therefore, we must know well in advance who is attending and who is driving. Some events have tight attendance guidelines and fee payment requirements. For these reasons, Scouts and adults who do not turn in registration/permission forms and fees on time will generally not be able to attend the event.

Please note that there are often two separate sets of costs associated with a campout as opposed to a day trip. The first is the event cost (such as campground fees, entrance fees, etc). The second is food cost. The fees represented on the event registration/permission form are for the event cost only. Each patrol will determine it's own food cost for a campout and collect money accordingly.

Troop 116 does not want any Scout to be excluded from participating in an event because of financial considerations. Scholarship funds are always available for Scouts for any event. Please contact the Scoutmaster or Committee Chair if you want to discuss this option.

I hope this letter answers the majority of questions that you might have about the process.