



# GSSEF TROOP MEETING LOCATION CHANGE NOTIFICATION FORM

Complete and email form to [customercare@gsef.org](mailto:customercare@gsef.org).

Changing this week's Troop Meeting location?

Be sure to complete and email this form to Customer Care ([customercare@gsef.org](mailto:customercare@gsef.org)) prior to the date/time of the meeting.

A separate form is required each time the regular Troop Meeting Location is changed to ensure compliance with GSSEF Volunteer Policies & Procedures. A Meeting Location Change is defined as an activity taking place at a time or location different from the regular troop meeting location/time (ex. troop meeting date falls on holiday and is rescheduled; meeting location double-booked and an alternative location is used to meet).

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility.

Troop Number	Service Unit	Program Level (Check all that apply)					
		Daisy	Brownie	Junior	Cadette	Senior	Ambassador
Troop Leader Name		Phone		E-mail			
Secondary Adult Contact (optional)		Phone		E-mail			
Date of Troop Meeting with Location Change		Meeting Start Time		Meeting End Time			
Reason for Change of Meeting Location				Address where meeting will be held			

## Acknowledgement and Submission

By signing and submitting this form, I acknowledge that I am responsible for:

- Collecting written parent/guardian permission, health histories and medication permission.
- Ensuring all Safety Activity Checkpoints for this meeting have been reviewed, and the information shared with the Troop members and parents participating in the meeting.
- Ensuring girl/adult chaperone ratios are maintained with registered adult volunteers with current background checks for the duration of the meeting.
- Ensuring only registered adult volunteers with current background checks will transport children other than their own during this meeting.
- Following all safety activity guidelines, in the GSSEF Volunteer Policies and Procedures, Volunteer Essentials Manual and Safety Activity Checkpoints, acquired additional insurance (if applicable) and have submitted (or will submit) any supplemental meeting documentation necessary.
- This form is submitted as a one-time meeting location change and does NOT include Troop Field Trips, other Troop Travel or Camping.

Troop Leader Signature:	Date:
Return this form to: <a href="mailto:customercare@gsef.org">customercare@gsef.org</a>	