

# REGISTRATION INSTRUCTIONS FOR LEADERS/ADVISERS – 2007/2008

Your completed registration forms should be returned to your Service Unit Registrar. Your registrar will set a time to collect your initial registrations and make any necessary corrections. Use only the new 2-part registration forms from GSUSA. The new forms are easily identifiable as they are printed in color, and have a unique number in the upper right corner. If you have any old membership forms, please destroy them.

## CHECKLIST FOR LEADERS

- All information is complete and legible. All registration forms are signed and dated (adult and girl).
- A Membership Dues Summary is completed and attached to the registration forms being submitted.
- One check or money order is being submitted per troop to the Service Unit Registrar for payment of dues.
- Leader/adviser, co-leader, and all volunteers affiliated with troop are included.
- Sponsorship Agreement is accompanying your registrations (if new troop/meeting place has changed).
- Troop Number, Report Code (same as Service Unit) number, expiration date (08) is written on Dues Summary and membership forms. All fields are complete.

## INSTRUCTIONS APPLICABLE TO ALL REGISTRATION FORMS

1. The price of membership dues is \$10.00.
2. Our council code is 358.
3. We do not use the Registration Area field on any form -- this should be left blank.
4. Make sure the correct troop number is on each registration form and the Membership Dues Summary.
5. Only one check for all troop registrations should be submitted. Parents should write a check to the troop and the troop write a check to GSCCVA to pay for all registrations being submitted.
6. Top copy is submitted to Service Unit Registrar, troop keeps 2<sup>nd</sup> copy

## GIRL REGISTRATION FORM

1. Fill out top half of form as requested. Remember to fill in membership year ..... through 9/30/08 at top.
2. Parent/guardian must sign and date.
3. Please encourage each girl's parent/guardian to complete the racial & ethnic background section. This information will be used to help improve outreach efforts and advance the Girl Scout Movement.
4. If member would like to make a donation to the council, they should complete the contribution section. This contribution will be included as a donation to our Family Partnership Campaign.
5. **Leaders/Advisers or Office Use Only Section in lower right corner of green border**
  - Visual Survey Section** – Leaders/Adviser must complete this section. The chart on back of this sheet should help complete it properly.
  - Council Code and other fields**  
Council Code is 358 or can be left blank. Fill in your troop number and report code.

## ADULT REGISTRATION FORM

1. Fill in membership year..... through 9/30/08 at top.
2. Fill in all applicable position codes (listed on right blue border of form) with respective troop number.  
Example:

01	113	03	255	11	00000
Position Code	Troop Number	Position Code	Troop Number	Position Code	Troop Number

This signifies that you are a Leader/Advisor for Troop 111, a Troop Committee Member for Troop 255 and a Service Unit Team Member

If you are a Service Unit Team Member (11) or hold a position not affiliated with a troop, you should place 0000 in troop number field beside position code.

3. Fill in member information section and sign and date the form.
4. If you would like to become a lifetime member, indicate your desire in the Lifetime Member Section and remember to include your membership dues of \$250 (or \$130 for graduating seniors only).
5. Please encourage each adult to complete the racial background section, gender, age range, and highest education level fields. This information will be used to help improve outreach efforts and advance the Girl Scout Movement.
6. If member would like to make a donation to the council, they should complete the contribution section. This

contribution will be included as a donation to our Family Partnership Campaign.

**7. Leaders/Advisers or Office Use Only Section in lower right corner of blue border**

**Visual Survey Section** – Leaders/Adviser must complete this section. The chart below should help you complete it properly

**Council Code and other fields**

Council Code is 358 or can be left blank. Fill in your troop number and report code.

**VISUAL SURVEY CHART FOR GIRL/ADULT MEMBERSHIP FORMS**

<b>If the Registrant:</b>	<b>Then the Leader/Advisor:</b>
Provides both their racial background AND their ethnic background	No further action required
Provides their racial background but not their ethnic	Visually surveys the member, checks off one of the 2 ethnic selections AND indicates that the ethnic information was obtained via visual survey by checking off "VS Category #2" in the box in the lower right corner
Provides their ethnic background but not the racial	Visually surveys the member, checks off one or more of the racial selections AND indicates that the racial information was obtained via visual survey by checking off "VS Category #1" in the box in the lower right corner
Does not provide either their racial or ethnic background	Visually surveys the member, check off both the appropriate racial and ethnic categories AND checks off both "VS Category #1" and "VS Category #2" in the lower right corner

**MEMBERSHIP DUES SUMMARY**

*A Membership Dues Summary must be completed each time girl and/or adult registrations are submitted*

1. Fill in expiration date 9/30/08, Council Code-358 (or left blank), your troop number, report code (same as service unit), and check if a new troop or reregistering. Leave Registration Area field blank.
2. Check appropriate box or fill in appropriate data in each section as relates to your troop.
3. The total amount of dues must equal the number of registrations, multiplied by \$10.00 (# of girls/adults X \$10 = dues), regardless if using cookie dough or seeking financial assistance. (If a girl is unable to pay her national dues, a Financial Assistance Form #122 should be attached to the Dues Summary).
4. Cookie Dough can only be used for the membership registration fee of a girl whose name appears on the certificate, not her parents. Each Cookie Dough certificate is counted as \$5 cash. Attach Cookie Dough to the Dues Summary.

**SPONSORSHIP AGREEMENT FORM**

Every troop/group is to have on file at the Council Service Center one primary sponsorship form. This is to be the meeting place sponsor. If the meeting place is the leader's home, the sponsorship form to be on file is that of the primary monetary sponsor. Whenever your meeting location changes, the leader must complete a new sponsorship form and file it with the Council office.

1. Please have your sponsor complete this form. The address on this form should be that of the sponsor, not the leader.
2. After your Service Unit Director or Director of Membership Development signs this form, the white copy should be returned to your sponsor, canary copy to the Council Service Center, and the troop should keep the pink copy.

**HEALTH HISTORY FORM**

1. The parent/guardian of each girl in the troop/group should complete the Health History Form and submit it with the girl's registration form. This form should be updated yearly.
2. Adults who are involved with the troop/group, who chaperone or who provide transportation should also complete this form.
3. Keep it, or a copy, in your troop/group first aid kit. This kit should be at all meetings and activities.

4. A copy of this form should be given to an event driver for each person in the vehicle.
5. **DO NOT** submit this to the registrar. It is for troop/group use only.

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