

# REGISTRATION INSTRUCTIONS FOR TROOP/GROUP LEADERS

## REGISTRATION DUES - \$10.00 or LIFETIME MEMBERSHIP - \$250.00

It's time for membership registration once again! Here are some important points when completing the registration packet.

### PLEASE READ THE INSTRUCTIONS CAREFULLY!

- Check information on pre-printed registration forms for accuracy. Make any corrections needed.
- **"New"** registrants are girls or adults who have **NEVER** been registered in Girl Scouting before.
- **"Re-Registering"** members are those who have registered before, even if they were not in the program last year, or in the case of adults, have not been registered since they were girl member.
- **The emergency contact must be someone other than the parent/guardian(s) or troop leader.**
- Girl registrations need to be signed by one or both parent/guardian(s).
- Position codes need to appear on all adult registration forms. Please indicate only **one "01"** and one or two **"02"** positions per troop. **All parent helpers are "03"**.
- All checks should be made payable to GSCV or Girl Scout Council of Vermont
- **Racial/Ethnic Data** - Edit the bottom right corner of each membership registration forms for:
  - a) Visual Survey (VS) Category #1 or #2 refer to the racial/ethnic background questions. Please check:
    - VS #1 - if racial/ethnic background was filled in by the parent/adult;
    - VS #2 - if completed by leader.
  - b) Council Code is 196
  - c) Troop number (of your troop)
  - d) Report Code is your Service Unit number
  - e) **Registration Area is no longer needed, leave blank**
- **The GSUSA Membership Dues Summary form is not being used this year.**

### KEEP FOR YOUR TROOP RECORDS:

- Goldenrod copy of Registration Tally form (#318)
- Pink copy of Parent Information & Consent form (#636)
- Pink Girl Health History form (#220) and Yellow Adult Health History form (#220a)

Deposit all cash into your troop bank account and send a troop check/bank check/money order made payable to GSCV or Girl Scout Council of Vermont for that portion of the membership dues. **DO NOT SEND CASH!**

- Once registration forms & payments for a girl/adult have been completed, please submit them to your SU registrar.
- Please submit partial troop registrations rather than hold them while waiting for one or two girls.
- Do not hold registration forms & payments for more than 2 weeks.
- To be **"On Time"** all completed forms and payments must be to your SU Registrar by October 1st, and from the SU Registrar to GSCV by October 15<sup>th</sup>.

Girls and adults may join the troop throughout the entire membership year. Immediately send registration forms of girls and adults registering after October 1<sup>st</sup> to the Service Unit Registrar so they are insured.

Your Service Unit Registrar and Field Director have extra forms if you need additional copies.

### RETURN TO LOCAL SERVICE UNIT REGISTRAR:

- White, yellow and pink copies Registration Tally Sheet (#318)
- White and yellow copies Girl and Adult Registration Forms
- White and yellow copies of the Parent Information/Consent form (#636)
- Check(s)/money orders – NO cash, please
- Cookie Credits

Please double check all forms that they are complete. Incomplete forms will delay the registration process.  
Thank you and have a great year!

Angela Hyldburg  
Director of Office Services