

**TROOP LEADERS INFORMATION & CHECKLIST
2010-2011**

GSUSA MEMBERSHIP DUES \$12.00 PER GIRL or ADULT

GSUSA LIFETIME DUES (FOR ADULTS) \$300.00

GSUSA LIFETIME DUES (FOR SENIORS BRIDGING TO ADULTS) \$156.00

Registrations for re-registering members are due by September 15

Registrations for new members are accepted anytime, but members must be registered prior to taking part in any Girl Scout activity, troop trips or involvement in product program.

- Each member is registered on one form– girls use the Girl Form and adults use the Adult Form.
- **Registering adults need to fill in position codes.** Position codes can be found on the right side of all Adult Forms. An adult can have more than one position code. If no position code is indicated, Member No Assigned Position will be used.
- **Parent/Guardian signature is required for all girls. Signature is also required for registering adults.**
- Membership Dues Summary Form - all information must be filled in for each troop. **Please note: we are unable to enter your troop into our data base without a Membership Dues Summary Form.**
 - Council Code #131 this code identifies our council to GSUSA
 - Troop/Group Number as assigned by your Service Unit Registrar.
 - Report Code/Service Unit number. Report Code/SU# can be obtained from your Service Unit Registrar.
 - Registration Area is your Service Unit Name.
 - Expiration date is the end of the current School year you are registering in. i.e. this coming year's expiration will be Sept. 30th 2011.
 - Racial/Ethnic data is extremely important for GSUSA and Council. These statistics are used to determine how we can better serve all girls.
 - Name of meeting place, address, time, and day of meeting.

Troops have been provided or should obtain a Membership deposit slip to facilitate the payment of registration fees. (Unless your Service Unit Registrar has indicated otherwise) A **TROOP CHECK** is deposited into the Council Membership account at TD bank. **Cash and personal check are not to be deposited into any Council account. Always create a paper trail when dealing with Troop money.** Total Membership Fees = Number of girls and adults x **\$12.00.** (**Please note:** The Council forwards the entire \$12.00 per member fee to GSUSA.)

On the reverse of this letter is a checklist.

Registrations must be turned in to your Service Unit Registrar in a timely manner. **Do not hold up all waiting for a few.**

Additional forms can be obtained from your Service Unit Registrar and online at GSCSNJ.org.

GSCSNJ – TROOP LEADER REGISTRATION CHECKLIST

Membership Dues Summary Form

- _____ Troop # (5 digit Troop #)
- _____ Report Code/Service Unit # (3 digit SU#)
- _____ Troop Level and Meeting Information and Leader information
- _____ Payment in the form of cash, check or money order has been received for each troop member.
- _____ Family Partnership Contributions have been noted and are attached.
- _____ All money has been deposited into the troop account.
- _____ A **Troop check** made out to GSCSNJ has been deposited in the GSCSNJ Membership Account at TD Bank and the **encoded** receipt containing the troop # is **paper clipped** to the front of the Membership Dues Summary. (If it is not possible to make this deposit – write ONE troop check made out to GSCSNJ with the Troop # listed on front of check)
- _____ The number of forms and money amount are correct and have been verified.

Girl and Adult Registration Forms

- _____ Name
- _____ Address (**Legible, Correct and complete including zip code**)
- _____ Phone (**including Area Code**)
- _____ **Grade, i.e. the girls' grade in September of 2010.**
- _____ Birth date (**we are now able to enter a complete birth date!**)
- _____ School (No abbreviations please)
- _____ Parent information
- _____ **Emergency Contact (someone other than the parent. Parents will be contacted first)**
- _____ **Parent/guardian signature, just one parent signature is OK.**
- _____ Adult information has been completed by listing **ALL** troops and adult positions according to the **ADULT POSITION CODES**.
- _____ Forms have been separated – white to GSCSNJ, KEEP YELLOW in troop. (Unless otherwise indicated by Service Unit Registrar.)
- _____ An appointment has been made with the Service Unit Registrar to turn forms in.

Additional Reminders:

- **All codes, especially troop # must be entered on every Membership Registration and Membership Dues Summary.**
- Separate forms – White will go to Council, Yellow is for your records. (Unless otherwise indicated by Service Unit Registrar.)
- **Staple** the packet together in the following order:
 - 1) Membership Dues Summary is placed on top of all forms.
 - 2) Girl registrations are placed under the Mem Dues Sum.
 - 3) Adult Registrations on bottom. **Deposit slips or Troop checks should be paper clipped on the top of the packet.**
- Yellow copy has been filed with the Girl Health History in the leader's girl paperwork unless SUR maintains a copy.
- Do not delay turning forms in to the Service Unit Registrars. **Don't keep all while waiting for a few.**
- Any changes (occurring after registration) to member information can be directed to your Service Unit Registrar.
- **Please print - errors occur when handwriting cannot be read.**
- *Any questions or problems should be directed to your Service Unit Registrar.*

MEMBERSHIP DUES SUMMARY FORM

Troops cannot be entered into E-Council without a Membership Dues Summary (MDS) form.

Every registration form or group of forms for the same troop must be accompanied by a Membership Dues Summary form.

Series/Juliette's and other Independents from the same Service Unit can be grouped under one Membership Dues Summary form.

The following items should NOT be attached to Membership forms: Volunteer Applications, Back Ground Checks, Council Cares for items such as Troop dues, Vest and books. Attaching these items to Membership Registration forms can delay the processing of these important documents. These items should be handed in to the Council separately.

- **Council Code** – the council code for GSCSNJ is 131. This number identifies GSCSNJ to GSUSA.
- **Group Number** – the number assigned to the registering troop. An existing troop who is “re-registering” will use the same number for the life of the troop.
- **Series/Juliette** – all Juliette's and Individual adults will be placed in the independent Group number assigned to each Service Unit as listed below:
Group # 99 plus your Service Unit #. For example, a Juliette girl from SU # 101 will have Group # 99101.
- **Report Code/Service Unit #** – the 3 digit number assigned to your Service Unit.
- **Registration Area** –Your Service Unit name.
- **Expiration Date** – The year in which the membership will expire: for example-- September 30, 2011.
- **Family Partnership** – If a donation has been made to Family Partnership (FP):
 - Make sure the money is included in the payment to council.
 - Flag the donating Member Registration form with a post it note so we may thank the volunteer and reimburse the troop the designated percentage.
- **Council Cares** - if a need is identified, Council Cares (CC) may be used to pay for a Membership Registration. The number of persons needing Council Cares will be listed in “other” on the Membership Dues Summary and the individuals Registration form will be marked in the upper right hand margin “CC”.

A Troop cannot be entered into E Council without a Membership Dues Summary



MEMBERSHIP DUES SUMMARY through 9/30/2011

The year is especially important during early bird registrations

Please complete this form and attach payment for the total amount of dues and completed member registration forms. Please be sure to note any additional payments or contributions in the space provided below and return to your local council representative.

Complete (if known) Troop number, Service Unit number and Name are listed here. Expiration 9/30/2011

Council Code	Group Number	Report Code	Registration Area
131	12345 <input type="radio"/> New <input checked="" type="radio"/> Reregistering	SU #	SU Name

Check the one term that describes how this group of girls is participating in Girl Scouts:

- Camp Series Troop
 Events Travel Virtual

The only two designations to be used by volunteers will be "Troop" or "Series" Please note: Juliettes will now be designated as "Series".

Program duration: (check one)

- 8-12 months 4-7 months 1-3 months 1-4 weeks 6 days or less

Program frequency: (check one)

- Daily Weekly Every Other Week Monthly 1-3 times Annually

Please check one grade level that represents the majority of the girls that are registering now.

- Daisy (K-grade 1) Brownie (grades 2-3) Junior (grades 4-5) Cadette (grades 6-8)
 Senior (grades 9-10) Ambassador (grades 11-12) Multi-grade

A troop cannot be entered into E Council without this information: Program duration Program frequency Grade Level

Type of meeting place: (check one)

1. Public Facility 2. Home 3. School 4. Religious Building
 5. Other Organization Facility 6. Council Facility 7. Other

Meeting day and location

Tuesday 3-5pm
 Day Time
 Juliette Low Elementary School
 Name of Meeting Place
 1 Savannah Way, NJ 88888
 Address

If you don't know where you will be meeting you can provide this information to your Service Unit Registrar at a later date.

Ways to Get Involved:

Camp: Experience the great outdoors in a night or day camp. Participate in exciting activities that last throughout the school year.

Virtual: Interact online with girls and volunteers in a safe, secure environment. (Registration is based on grade and availability.)

and events centered around your interests in activities without a full year. across town, the country, or world.

Number of girl registrations attached 10 Total registrations at \$12 15
 Number of adult registrations attached 5 Total amount of dues attached \$ 168.00
 Contributions received \$ 50.00
 Other \$ CC -\$12.00
 Total \$ 218.00

Total # of girl and adult Registrations attached
 Total \$ amount of dues attached
 Total \$ amount of family partnership donations attached
 Total \$ amount of Council Cares requested for Mem Dues Only
 Total \$ amount of money attached

Position: (check one)

- Primary Adult Volunteer Council Staff

Leader name and information is listed here. A troop cannot be entered into E Council without a leader

Daisy D Explorer
 Name
 123 Sesame Street Mister Rogers Neighborhood, NJ 88888
 Address
 123456789 (856-) Day Number
 ID Number Telephone Number

GIRL REGISTRATION FORM

- **Reregistering or New** - Indicate if the girl is Reregistering or is a New Girl Scout. If her GSUSA ID number is known you may enter it.
- **Girl Information** - Her name, address, phone number, date of birth, grade in school, (as of September) and school (full school name) name should be legible. If it is not legible, please clarify as much as you can. **A girl cannot be entered into E Council without all of this information.**
- **Parent Information** - All fields should be filled in with as much information as possible.
- **Emergency Contact - Emergency Contact should be someone other than the parent. Parents will be the first to be contacted in the unlikely event of an emergency. The emergency contact will be used only if the parents cannot be reached.**
- **Parent Signature** - Every Girl Registration form must have a Parent signature. A signature of a parent or guardian is needed for permission to join Girl Scouts. It is not necessary for both parents to sign this form. The signature also grants photo release permissions. **If a parent/guardian does not want the girl photographed at any time, they should indicate this on the form by crossing out the photo statement.**
- **Racial & Ethnic Information** - Encourage the completion of both the racial and ethnic information so that we may evaluate the needs of all girls in our Council. The parent/guardian should check off all that apply to the racial or ethnic background of the girl. GSUSA and GSCSNJ are committed to serving the needs of **everyone** – regardless of race, ethnic background or any other discriminating factor.
- **Contributions** - This section allows the adult to make a monetary contribution to the Girl Scout council (Family Partnership). Suggested dollar amounts for contributions are listed or another amount of the donor's choosing can be written in. The council greatly appreciates every contribution.
- **Leaders/Advisers Section** - VS#1 is for visually assessing racial, VS#2 is for visually assessing ethnic.



GIRL REGISTRATION

through 9/30/2011

CC

Council Cares

Return your registration with the \$12 annual membership dues to your Girl Scout council.

Check one: Reregistering GSUSA ID Number (if known) 41569870 New Registration (first time registering)

The Girl Scout Promise

On my honor, I will try:
To serve God and my country,

Dora The Explorer
 Girl's Name: First Middle Last
 123 Sesame Street 2B
 Address Apartment Number
 Mister Rogers Neighborhood NJ 88888
 City State Zip Code
 ForGirls@13AndOlder.com (856) Girls-HomeNumber
 E-mail Address (if girl age 13 and up, otherwise use parent/custodial e-mail address) Telephone Number
 9/10/2003 1 Juliette Lowe Elementary
 Date of Birth Grade in School School Name
 Number of years in Girl Scouts 1

A girl cannot be entered into E Council without this information. NEW THIS YEAR: a space for girls 13 and older to provide an e-mail address. If she is younger than 13, a parent e-mail address can be used instead.

She is under the custodial care of: (check one)
 both parents mother/guardian only father/guardian only other (specify _____)

Daisy D Explorer
 Mother/Guardian's Name: First Middle Last
 Address (if different than girl's) Dr. Doolittle Veterinarian
 Employer Occupation
 Mom@emailaddress.com (856) Moms-DayNumber
 E-mail Address Phone Number

Even if your daughter is reregistering, you must update this information on each year.

NEW THIS YEAR! Check all that apply.

Dudley D Explorer
 Father/Guardian's Name: First Middle Last
 Address (if different than girl's) NASA Astronaut
 Employer Occupation
 Dad@emailaddress.com (856) Dads-DayNumber
 E-mail Address Phone Number

Girl Scouts offers more choices than ever! Which ones are you interested in? Check all that apply.

- Camp: Experience the great outdoors at overnight or day camp.
- Events: Attend events centered on topics that interest you most.
- Series: Explore your interests in a series of activities without committing to a full year.
- Travel: Travel across town, throughout the country, or around the world.
- Troop: Participate in exciting activities that last throughout the school year.
- Virtual: Interact online with girls and volunteers in a safe, secure environment.

Someone OtherThan MomAndDad
 Emergency Contact's Name: First Middle Last
 (123) 456-7890 (123) 456-9876
 Phone Number (day) Phone Number (evening)

Parents will ALWAYS be called FIRST. We need an alternative in case we cannot reach a parent.

We acknowledge that the registrant will make the Girl Scout Promise and accept the Girl Scout Law. The registrant has our permission to join Girl Scouts. We understand that when participating in Girl Scout activities the registrant may be photographed for print, video, or electronic imaging. We understand that the images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout councils or Girl Scouts of the USA. We acknowledge that the images will be the sole property of either the local Girl Scout council or Girl Scouts of the USA.

Daisy D Explorer 6-1-2010
 Signature of Parent/Guardian Date Signature of Parent/Guardian Date

A parent/guardian must give permission for a girl to be a member.

We encourage you voluntarily to provide the following information on racial background and ethnicity. This information will be used by Girl Scouts of the USA to help improve service to members and advance the Girl Scout Movement.

The registrant's racial background is: (please check as many as apply) American Indian or Alaskan Native Asian Black or African American Hawaiian or Pacific Islander White Other (specify _____)
 The registrant's ethnic background is: (please check one) Hispanic or Latina Not Hispanic or Latina

Racial and ethnic background information help us serve ALL girls better.

I would like to contribute: (please check one) \$50 \$25 Other \$ _____
 \$250 \$200 \$150 \$100 \$75
 My check is attached. Credit card # _____ Exp. date _____
 Signature (Cardholder name)

For Volunteer or Office Use Only
 Volunteer, please check applicable:
 VS Category #1
 VS Category #2
 Council Code 131
 Group Number 12345
 Report Code (Service Unit) SU#
 Registration Area

If a contribution is made, please be sure money is included in payment to GSCSNJ. (unless a Credit Card number is included.)

Membership dues are not refundable or transferable to another person.

Committed to providing equal access to membership for all girls and adults. Membership dues are not refundable or transferable to another person.

A Leader or adult can visually assess a girl's racial and ethnic category if it is not provided by the member.

ADULT REGISTRATION FORM

Checking the Adult Registration form:

- **Reregistering or New** - Indicate if the Adult is Reregistering or is a New Girl Scout. If her GSUSA ID number is known you may enter it.
Choose a Position Code – If a code is not provided, code 14, *Member No Assigned Position* will be used.
- **Adult Information** - Name, address and all contact information, should be legible. If it is not legible, please clarify as much as you can.
- **Number of years in Girl Scouting** – enter number of years as a girl and as an adult in the appropriate lines.
- All other fields should be filled in with as much information as possible.
- **Signature** - Every Registration form must have a signature. The signature also grants photo release permissions. **If a member does not want to be photographed at any time, they should indicate this on the form by crossing out the photo statement.**
- **Lifetime Membership** - The next section provides the opportunity to join the Girl Scouts as a Lifetime member. Check off the appropriate box – current adults, aged 18 or more may join at any time for a one-time fee of \$300.
- **Graduating Senior Lifetime Membership** - Graduating Senior Girl Scouts are given an opportunity to join before their current membership expires for a reduced rate of \$156.00. A graduating senior must submit her registration for Lifetime **Membership no later than September 30th** of the year in which they graduate. After that date the Adult Lifetime Membership fee applies.
- **Racial & Ethnic Information** - Encourage the completion of both the racial and ethnic information so that we may evaluate the needs of all members in our Council. GSUSA and GSCSNJ are committed to serving the needs of **everyone** – regardless of race, ethnic background or any other discriminating factor.
- **Contributions** - This section allows the adult to make a monetary contribution to the Girl Scout council (Family Partnership). Suggested dollar amounts for contributions are listed or another amount of the donor's choosing can be written in. The council greatly appreciates every contribution. A portion of Family Partnership donations received from Membership registrations go back to the troop.
- **Leaders/Advisers Section** - VS#1 is for visually assessing racial, VS#2 is for visually assessing ethnic. If the information is not provided a Leader or adult can do a visual assessment.

Return your registration with the \$12 annual (or applicable lifetime) membership dues to your Girl Scout council.

Check one: Reregistering GSUSA ID Number (if known) 123456789 New Registration (first time registering)

Please indicate the primary areas in which you will be serving by listing up to four GSUSA Position Codes and associated group number(s) when applicable (see selections at the right).

01 12345 14 13456
Position Code Group Number Position Code Group Number Position Code Group Number Position Code Group Number

Choose a position code. Code 1,2,3 and 14 are the most common. If you do not pick one you will be assigned code 14: Member no assigned position

Your name and address Title: Ms. Mrs. Miss Mr. Dr.

Daisy D Explorer
Name: First Middle Last

123 Sesame Street 2B
Address Apartment Number

Mister Rogers Neighborhood NJ 88888
City State Zip Code

Mom@EmailAddress.com (856)-123-4567
E-mail Address Cellphone Number

(856)-Home-Phone
Telephone Number

Dr. Doolittle Veterinarian
Employer Occupation

(856) Business-Number
Business Telephone Number

Number of years in Girl Scouting as a: Girl 13 Adult Member 1

Provide as much information as possible in this section so your Membership record and history will be accurate.

I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I understand that when participating in Girl Scout activities I may be photographed for print, video, or electronic imaging. I understand that the images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout councils or Girl Scouts of the USA. I acknowledge that the images will be the sole property of either the local Girl Scout council or Girl Scouts of the USA.

A signature is required for all adult members. Daisy D Explorer 6-1-10
Signature Date

Would you like to become a Lifetime Member? Lifetime Membership is a symbol of commitment to the beliefs and principles of the Girl Scout Movement. As a Lifetime Member you will receive a permanent membership card, recognition certificate and ongoing Girl Scout Activity Insurance. If you wish to register for Lifetime Membership, please complete the following information and return your completed lifetime registration and payment to the local Girl Scout council:

I wish to register as a Lifetime Member. I am 18 years of age or older or a high school graduate or equivalent and understand that lifetime membership is a one-time payment of \$300.
 I am currently registered as a Senior Girl Scout and graduated high school/equivalent in this membership year in the month of 2.0.1.0. I understand that I can register for lifetime membership at the reduced cost of \$156 if I do so before my current membership expires on September 30.

An adult can become a lifetime member at any time. A graduating senior who is a current member MUST register no later than Sept. 30 following her graduation from 12th grade in order to qualify for a one time discount of \$156.00.

We encourage you voluntarily to provide the following information on racial background and ethnicity, gender, age and education levels. This information will be used by Girl Scouts of the USA to help improve service to members and advance the Girl Scout Movement.

My racial background is: (please check as many as apply) American Indian or Alaskan Native Asian
 Black or African American Hawaiian or Pacific Islander White Other (specify

My ethnic background is: (please check one) Hispanic or Latino Not Hispanic or Latino

I am an adult: Female Male My age range is: 18-29 30-49 50 and up

The highest education level I completed is: (please check one) Some High School High School Some College
 Associate's Degree Bachelor's Degree Postgraduate

This section helps us improve service to our members and advance the Girl Scout movement.

I would like to contribute: (please check one) \$250 \$200 \$150 \$100 \$75
 \$50 \$25 Other \$

My check is attached. Credit card # Exp. date

If a contribution is made, please be sure money is included in payment to GSCSNJ. Unless a Credit Card number is included.)
I understand that my contribution will help to support girls locally and will remain in the local council. (Please contact your employer to determine if your contribution could be doubled or tripled.)
Signature (Cardholder name)

USA is dedicated to providing equal access to membership for all girls and adults. Membership dues are not refundable or transferable to another person.

The Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be:
honest and fair,
friendly and helpful,
caring, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

GSUSA Position Codes

- 01 Leader/Adviser
- 02 Assistant Leader/Adviser
- 03 Troop Committee Member
- 09 USA Girl Scouts Overseas Committee Member
- 10 USA Girl Scouts Overseas Committee Chair
- 11 Service Unit Team Member
- 12 Trainer
- 13 Special Service Adult
- 14 Member (No Assigned Position)
- 15 Council President (Chair)
- 16 Council Board/Board Committee Member
- 17 Council Nominating Committee Member
- 18 Association Chair/Council Delegate
- 19 Council Delegate
- 20 CEO
- 21 Council Executive Staff
- 22 Council Support Staff
- 50 National Volunteer
- 53 National Nominating Committee Member
- 54 National Staff Member
- 55 Former National Staff

For Volunteer or Office Use Only

Volunteer, please check if applicable:
VS Category #1
VS Category #2
Council Code 131
Group Number
Report Code (Service Unit)
Registration Area

Leaders can visually assess a members racial and ethnic category if the information is not provided.