



GIRL SCOUTS OF CENTRAL & SOUTHERN NJ, INC.
TROOP LEADERS INFORMATION & CHECKLIST
2007 - 2008

GSUSA MEMBERSHIP DUES \$10.00 PER GIRL or ADULT

GSUSA LIFETIME DUES (FOR ADULTS) \$250.00

GSUSA LIFETIME DUES (FOR BRIDGING SENIORS TO ADULTS) \$130.00

Registration for re-registering members are due by September 15

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

- Each member is registered on an individual form – Girls Form and Adults Form
- Be sure to fill in all position codes, as this determines mailings
- When possible, use the extra four digit zip as this also helps with mailings
- Parent/Guardian signature is required
- Membership dues summary Form - all information must be filled in for each troop
 - Council Code #131
 - Troop/Group Number as assigned by Council Registrar
 - Report Code as assigned by Council Registrar
 - Expiration date is September 30 each year
 - Racial/Ethnic data is extremely important for GSUSA and Council. These statistics are used to determine how we can better serve you
 - Complete and verify meeting place, address, sponsor, times, and day

Enclose a **TROOP CHECK (PREFERRED)** with one approved signature, or money order with the registrations for the amount of membership fees. Total Membership Fees = Number of girls and adults x \$10.00. **(Please note:** The Council forwards the entire \$10.00 per member fee to GSUSA.)

On the reverse of this letter is a checklist to help speed things along.

Make sure you have your registrations to your service unit registrar in a timely manner.

Important note: Please be sure to register girls and adults to the Troop # they will be using that membership year.

.MEMBERSHIP FEE TABLE

1 x \$10.00 = \$10.00	8 x \$10.00 = \$80.00	15 x \$10.00 = \$150.00
2 x \$10.00 = \$20.00	9 x \$10.00 = \$90.00	16 x \$10.00 = \$160.00
3 x \$10.00 = \$30.00	10 x \$10.00 = \$100.00	17 x \$10.00 = \$170.00
4 x \$10.00 = \$40.00	11 x \$10.00 = \$110.00	18 x \$10.00 = \$180.00
5 x \$10.00 = \$50.00	12 x \$10.00 = \$120.00	19 x \$10.00 = \$190.00
6 x \$10.00 = \$60.00	13 x \$10.00 = \$130.00	20 x \$10.00 = \$200.00
7 x \$10.00 = \$70.00	14 x \$10.00 = \$140.00	21 x \$10.00 = \$210.00

- _____ A registration form is completed for all members.
- _____ All information requested is completed and verified:
 - _____ Troop #
 - _____ Report Code
 - _____ Member ID (this is very important to include)
 - _____ Level
 - _____ Name
 - _____ Address (**Correct and complete**)
 - _____ Phone
 - _____ Grade
 - _____ Birthdate
 - _____ School
 - _____ Parent information
 - _____ **Parent/guardian signature**
- _____ Pre-Printed forms:
 - _____ Corrections have been made in space provided (do not use blank form).
 - _____ All information requested has been completed.
- _____ Blank forms:
 - _____ All information requested has been completed.
 - _____ Forms have been separated according to the bottom of the form.
- _____ Adult information has been completed by listing **ALL** adult positions according to list under ADULT POSITION CODES?
- _____ The number of forms and money amount are correct and have been verified.
- _____ Checks - **Troop checks** (ARE PREFERRED)
 - _____ Are made out to GSCSNJ.
 - _____ Are dated less than 60 days by the time the registrar turns into Council.
 - _____ Troop # and phone # are listed on front of check.
 - _____ **PARENTS IN PARTNERSHIP SECTION** has been completed.
- _____ A dues summary form has been completed.
- _____ 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 form and dues summary. Without troop # we cannot guess where to register the individual. This will delay processing of form.
- Separate forms – as indicated at the bottom of the form. If form is one page, make a copy for your files.
- Do not staple money to forms.
- Do not delay turning forms in to Registrars. Don't keep all while waiting for a few.
- Use transfer forms when troop # or member information change after having been registered.
- Please print - errors occur when handwriting cannot be read.
- *Any questions or problems should be directed to your Service Unit Registrar first.*