

USA Girl Scouts Overseas- New York Troop Registration Instructions

TO REGISTER A TROOP FOR THE MEMBERSHIP YEAR REMEMBER:

- Registration fee is \$12.00 for each girl and each adult.**
- (Optional) Adult Lifetime membership is \$300.00.
- Two** adult members are **required** to register with the troop: a troop leader (01) and an assistant leader (02). If the second adult is already registered or registering with another troop, **please** make note of that and enclose the note with registration materials.
- The registration year goes from October 1, to September 30.
- Re-registering on time insures that your membership and the insurance provided by Girl Scouts of the USA, does not lapse.
- Read the following directions to complete your registration forms.
- If you have questions or need help, please contact your Overseas Committee Chair.

TO COMPLETE GIRL AND ADULT REGISTRATION FORMS:

- Carefully **PRINT** all information.
- Please note that the girl registration form includes a parental consent to belong to Girl Scouts of the USA, emergency contact, custodial care, health history, parent involvement indicators, and basic membership information.
- On the adult registration form, put the troop number that you are paying your registration fee with next to the first position code space.
- If an adult is also serving on the OC or volunteering with another troop indicate the second position code and second troop number (if any), under ADD-POS.
- Adult Lifetime members who are already registered must be listed on form #125 (included in this packet) and submit with the troop's registration.
- COLLECT AND REVIEW member registration forms for GIRLS and ADULTS.
- Additional donations from members can be made to Girl Scouts of the USA. Please indicate this contribution on the Dues Summary under Contributions received. Persons wishing to make additional contributions can use one check for member fees and additional donations.

COMPLETING THE *MEMBERSHIP DUES SUMMARY*

- The Dues Summary form is used to add the total amount of girls and adults for each troop that is registering. It must be attached to each troop's registrations.
- Use a **Membership Dues Summary** each time you have additions to the troop. Mark the boxes on the Membership Dues Summary labeled "**1-Troop**", "**3-Addition**", and the age level of the troop.
- Remember to record any additional contributions on the Dues Summary.

FOR LIFETIME MEMBERS

- If you are a *Lifetime* member and have moved or transferred to a different troop, etc., you must complete form #125 included in this packet to update mailing address and contact information.

TO ENROLL NEW ARRIVALS WHO ARE ALREADY REGISTERED FOR CURRENT MEMBERSHIP YEAR:

- Complete a **Change of Member Information Form** for members who have already registered with GSUSA in another location.
- The transferring member **DOES NOT** pay additional membership dues.

PAYMENT

- Make checks/money orders payable to: ***Girl Scouts of the USA***
- Payment **must** be drawn on a United States bank account.
- DO NOT SEND CASH UNDER ANY CIRCUMSTANCES.**
- Wire transfers and credit cards are accepted as payment of membership registration dues contact overseas@girlscouts.org for more information.

COMPLETE THE **TROOP MEMBERSHIP REGISTRATION CHECKLIST** (Form #106)

- Send completed checklist with troop registration forms.

SUBMIT ALL FORMS & PAYMENT TO THE OCC or Overseas Committee Registrar.

- Make copies of girl and adult member registration forms for Troop records
- All other copies should be given to the OCC.
- The OC Registrar will keep the yellow copies of forms.

PLEASE DO NOT INCLUDE CORRESPONDENCE, GIRL SCOUT ORDERS FORMS WITH REGISTRATION MATERIALS. IT MAY GET LOST IN THE REGISTRATION PROCESS. If you have any questions, please contact overseas@girlscouts.org