

**USA GIRL SCOUTS OVERSEAS- NY Served  
OVERSEAS COMMITTEE CHAIR  
MEMBERSHIP REGISTRATION GUIDE**

**USA Girl Scouts Overseas -- Overseas Committee Chair (OCC) registration:**

If not already submitted, please submit a current ***Annual OCC Submission and Bulk Mailing Address form # 725.***

**For your own membership:**

- Complete an Adult Member Registration Form and a Membership Dues Summary using Position Code 10.
- Lifetime members complete Lifetime Member Form #125. Relocating Lifetime Members complete form #125.

**Registering USA Girl Scouts Overseas--Overseas Committee Members:**

The **Overseas Committee** must have at least two members at large. The Overseas Committee members (09's) can register directly with the Overseas Committee or with a troop. New Lifetime memberships are mailed directly to Headquarters.

**Preparing Supplies for Troop Registration:**

If you can recruit a short-term volunteer to serve as Committee registrar this will make your job much easier! If not, please be familiar with ***USAGSO Troop Registration Instructions.*** Plan for any assistance that may be needed by new troop leaders and troops that are re-organizing.

**Review and Forward Registrations for Each Troop to GSUSA:**

Collect all forms from the troop leaders: Make sure Troop leaders make copies of the forms before giving to the forms to you.

For **NY** served locations—**OCC/registrar keeps the yellow “copy/council”** copies of girl and adult forms. If you do not have enough registration forms duplicate copies are acceptable (be sure to retain a copy for your Overseas Committee files).

Member dues are \$12.00 per person.

New Lifetime membership is \$300.00 per adult. **Use Adult Registration Form and write a separate check or money order for lifetime membership dues and mail directly to HQ.**

Use the ***Overseas Committee Chair Checklist*** (form # 107) to confirm that everything is accurate and complete with each troop's registration. Make any needed corrections or additions in the data on the troop's *Membership Dues Summary*.

**Member registrations are due no later than October 1:**

The membership year begins October 1 and ends September 30<sup>th</sup>. Please mail promptly so members can receive the benefits of membership. These include: Girl Scout Activity Accident Insurance coverage, and the opportunity to wear official Girl Scout insignia and uniforms.

**Mailing registrations:**

Please enclose and mail the troop membership registrations in the white envelope to Girl Scout Membership Credentials-420 Fifth Avenue, New York, New York 10018-2702, USA. If possible use certified or registered mail so that the packages can be traced in case they are lost in the mail.

**Do not include correspondence, GSM orders or other material with registration materials in the membership envelope. It may get lost in the registration process.**

**Resources for NEW troops:**

GSUSA sends the following resources, automatically, for each **new** troop, (only for new troops). They are sent free of charge to the OCC's bulk mailing address:

- *Safety-Wise*
- *Leader's Digest of Blue Book of Basic Documents*
- *Girl Scout Merchandising Catalog*
- *USA Girl Scouts Overseas Troop Leader Manual (currently not available is due to be revised)*

New leaders of **re-registering** troops should be provided with all troop resources (books listed above) from the previous troop leadership team. These resources belong to the troop and should stay with the troop-passing from previous troop leader to new troop leader.

**Membership cards** will follow in approximately 6-8 weeks.

**Additions to Girl Scout Troops:**

Girls and adults may be added to registered troops. Use extra forms to add members. New members pay \$12.00 fees regardless of the time of year. **Complete dues summary for additions.**

**Members Transferring To or From Your Overseas Girl Scout Location:**

**Newly arriving, currently registered girls or adults** can transfer their Girl Scout membership using FM 36. Transferring members do **not** pay the member dues again.

**For Girl Scouts moving** from your OC complete FM 36 for the parents. You can also request the **Let's Get Movin'** info for girls who are moving from HQ. See link for form [http://www.girlscouts.org/who we are/global/overseas/relocation.asp](http://www.girlscouts.org/who_we_are/global/overseas/relocation.asp)

If you have any questions about the registration process or are unsure of something, please contact your representative at USAGSO-NY.

USA Girl Scouts Overseas  
Girl Scouts of the USA  
420 Fifth Avenue  
New York, NY 10018-2798

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