

USA GIRL SCOUTS OVERSEAS- New York Served Troop Checklist (FORM 106)

Please use the following checklist to determine if all your paperwork is completed and correct before submitting to the OCC or OC Registrar. **Make copies of all member forms for your records!** Complete and accurate forms will help expedite the registration process once the packet is received by GSUSA. If you have any questions, please contact your OCC or OC Registrar.

- Information on the girl member registration form is complete, has a parent/guardian signature and the **\$12.00 annual membership dues is included.**
- The total number of girl member registration forms matches the number on the Membership Dues Summary.
- Each adult working with the troop has completed an Adult Member Registration. The correct position code has been used.

<u>Position</u>	<u>Position Code</u>
Troop Leader	01
Assistant Leader	02
Troop Committee Member	03
Overseas Committee Member	09
Non-Defined Member	14
Trainer	12

Each troop must have (at least) two leaders indicated. At least one adult troop leader registers with the troop. The other troop leader (assistant, co – leader) must have additional (02) position code. Please add a note indicating troop number the co-leader (02) is registering with – if a different troop.

- There is a \$12.00 annual membership fee for each adult member registration.** (If registering as a NEW Lifetime Member, dues are \$300.00. A separate check or money order has been written for Lifetime Member dues.)
- The total number of adult member registration forms matches the number on the Membership Dues Summary.
- The calculation of Annual Membership Dues equals the amount of money collected from all girls and adults. A check or money order, drawn on a US bank, made out to Girl Scouts of the USA for the total amount (in US dollars) is attached to the troop registrations. Additional contribution checks can be included but noted on the Dues Summary under Contributions received.
- If there are lifetime members who have moved from another location or changed their name or address, Form #125 has been completed. **DO NOT INCLUDE ANY NEW LIFETIME MEMBERS ON FORM 125.**
- All other summarized data; how the girls participate; program durations; program frequency; grade levels; and type of meeting place is indicated on the form.
- Complete form #105 and send in with your registration papers.
- IMPORTANT: MAKE COPIES OF ALL GIRL, ADULT AND DUES SUMMARIES FORMS. ALL ORIGINAL COPIES MUST BE GIVEN TO THE OCC.**
(For all NY served locations, the OCC or OC Registrar keeps yellow council copies of all forms)