

**USA GIRL SCOUTS OVERSEAS
OVERSEAS COMMITTEE CHAIR or OC REGISTRAR CHECKLIST**



Use this checklist to **review** each troop's membership registration materials.



Each troop has a large, self-addressed envelope that can be used to send the troop's initial membership registration materials. **Enter the Overseas Committee's six-digit location code** (7xx--6xx or 8xx--6xx) on the exterior of each troop's envelope.

- The Overseas Committee Chair's membership registration and current form #725 have been sent to GSUSA. Date 725 sent: _____
- Each **Overseas Committee Member(s)** completes an Adult Member Registration, using position **09**, and submits the form with the **\$12.00** annual membership dues.
- Enclose a check or money order, payable to "**Girl Scouts of the USA**" and drawn on a United States bank, for the Annual Membership Dues. Attach check to the Membership Dues Summary (FM 32). IF WIRING FEES: Follow Wire transfers Instructions or paying by credit card please used the form included with registration materials.
- Send the original form of the Membership Dues Summary to NY.
- Send only the "National HQ" original (top) **white copy** of each Girl Member Registration form.
- Send only the "National HQ" original (top) **white copy** of each Adult Member Registration form.
- The Overseas Committee **keeps the yellow second copies** of each Girl Member Registration, Adult Member Registration; and the Membership Dues Summary for OC records (as it summarizes all troop data pertinent to delivery of services and identifying the troop leader by name, address, and telephone number).
- If needed, send completed Lifetime Member Form #125 for all re-registering Lifetime Members.