

USA Girl Scouts Overseas- New York 2005 – 2006 Troop Registration Instructions

TO REGISTER A TROOP FOR THE 2005 – 2006 MEMBERSHIP YEAR REMEMBER:

- Registration fee is \$10.00 for each girl and each adult.
- (Optional) Adult Lifetime membership is \$250.00.
- **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 is from October 1, 2005 to September 30, 2006.
- 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 MEMBERS ATTENDING AMERICAN & INTERNATIONAL SCHOOLS OR WITHOUT US PASSPORTS, COMPLETE FORM 105 SCHOOL AND PASSPORT INFORMATION FORM.

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.

COMPLETE THE ***APPLICATION FOR REGISTRATION OF A GIRL SCOUT OVERSEAS TROOP***, form 16

- Each troop must complete this application each year with their troop's **initial** membership registrations.
- Be sure the overseas troop application form is signed by the OCC*.
- ***Note:** If you are the OCC and the troop leader, this application must be signed by an OC member (09). An error will cause delay in membership processing.
- This application gives the troop permission to use the Girl Scouts of the USA program. (***Leader's Digest, p. 10***)
- Application fee is \$1.00 per year, for each Overseas Troop.

TO ENROLL NEW ARRIVALS WHO ARE ALREADY REGISTERED FOR 2005-2006:

- 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.**
- Credit cards are not accepted as payment of membership registration dues.

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, NES ORDERS OR OTHER MATERIAL WITH REGISTRATION MATERIALS. IT MAY GET LOST IN THE REGISTRATION PROCESS.

If you have any questions, please contact ddodd@girlscouts.org.