

2011 Fall Registration Instructions Troop Leaders

IMPORTANT NOTES FOR THE 2011 MEMBERSHIP YEAR

- Any new and re-registering members to your troop can register by completing and signing an enclosed Girl and Adult registration forms.
- Every troop must submit a completed Membership Dues Summary form with your registration packet. The information provided on the Membership Dues Summary form is required before GSEM's membership software can process your troop's registration.
- All 5-Digits of your troop number are required on all membership registration forms.
- All old bank deposit slips (Bank of America) you have in your possession need to be destroyed. GSEM has changed banks (to Citizens Bank) and the old deposit slips are no longer viable. Use only the enclosed bank deposit slips to make a membership dues deposit.
- GSEM accepts **ONLY** the following forms of payment for membership dues: Cash, a Troop Check, a Bank Deposit Receipt, and/or a Financial Aid Request form.
- Cookie Credits are **NOT** accepted for membership dues.
- Credit Cards are **ONLY** accepted as payment for membership dues if the charge includes a minimum SHARE donation of \$15.00 per registration. The minimum donation of \$15.00 along with the membership dues of \$12.00 would result in a minimum charge of \$27.00 to the registrant's credit card. This rule applies to every registration in the packet that has used a credit card.

FINANCIAL AID REQUEST FORM – COMPLETION INSTRUCTIONS

- Each financial aid request form is ½ of a sheet. Cut in half before submitting. Keep the other ½ for future use.
- **Date Requested:** Enter the date you complete the form.
- **Troop Number:** Enter your full 5-digit troop number.
- **Service Unit:** Enter your Service Unit Name or Town where troop meets.
- For each troop member requesting membership dues financial aid, Enter their **Name** and the **Amount** of financial aid requested on the line provided. List each member separately.
- There is room to enter 3 members requesting financial aid on the form. If you need more room, use the back of the form.
- Be sure to make a copy of this form for your own records.
- On the dues summary, if the member requested full Financial Aid, indicate \$12 in the Other line with "**FA**" after that amount. If the member requested partial Financial Aid, place the amount of money they **DID** pay in "Total amount of dues attached" and the FA requested in the Other line. For Example: *If the member paid \$5.00 for membership dues and requested financial aid for the remaining \$7.00, place \$5.00 in the total amount of dues attached and \$7.00 in the Other line.*

2011 Fall Registration Instructions Troop Leaders

MEMBERSHIP DUES SUMMARY FORM – COMPLETION INSTRUCTIONS

Every troop must submit a completed Membership Dues Summary form with your registration packet. The information provided on the Membership Dues Summary form is required before GSEM's membership software can process your troop's registration. Keep the yellow copy of this form for your own records

- **Through 9/30/ and Expiration 9/30/:**
Enter "2011" in both fields.
- **Council Code:**
Enter "117" in this field. This is GSEM's Council Code.
- **Group Number:**
This is your Troop Number. Specify all 5 digits of your troop number.
- **New/Reregistering:**
If this is the first time your troop has **EVER** registered, Check the "**New**" box. You will only ever check the new box once in the life of your troop. Every year after the first, Check the "**Reregistering**" box. If you have already reregistered for the current membership year and you are sending in additional registrations for your troop, Check **neither** box and write the word "**Addition**" across the top instead.
- **Report Code:**
Enter the town where your troop meets.
- **Registration Area:**
Enter your Service Unit name. If you don't know your Service Unit name, leave it blank.
- **Participation:**
Check "**Troop**".
- **Duration:**
Check the box that most closely represents the number of months during which your troop meets.
- **Frequency:**
Check the box that best describes how often your troop meets. If you meet twice a month, check "**Every Other Week**".
- **Grade:**
Check the grade level that represents the majority of the girls you are registering. **NOTE:** The Multi-Grade option will not go into effect until the 2012 membership year.
- **Type of Meeting Place:**
Check the box that best represents the type of facility where you meet.
- **Meeting Day and Location:**
Complete all of the information per the following example:
Friday; 3:00-4:30; Newbury Community Center; 17 Main Street, Newbury, MA 01951
- **Payment Reconciliation:**
The Number of Girl and Adult Registrations you have Attached fields should reflect just that. Enter the actual number of forms attached to this registration packet, broken out between girls and adults.
Total Registrations at \$12: Enter the total number of adult and girl forms attached to your registration packet.
Total Amount of Dues Attached \$: Enter **only** the actual amount of dollars (or receipts) collected for dues. Do not include financial aid dollar amounts here.
Contributions Received \$: Enter any SHARE contributions included with your registration packet in this field.
Other \$: Enter the value of your Financial Aid Requests here. If you have 2 members requesting full financial aid, "\$24.00 FA" would be included here.
Total \$: Enter the total amount of money attached to this registration packet, including the SHARE contributions and the value of the Financial Aid requests.
- **Position, Name, Address, Telephone Number:**
The troop leader should write her name, address, and telephone number at the bottom of the Membership Dues Summary form and check the box "Primary Adult Volunteer". ID Number is not necessary.

2011 Fall Registration Instructions Troop Leaders

GSUSA GIRL AND ADULT REGISTRATION FORMS:

- The forms should be completed by parents/families for new and re-registering girls. All information requested needs to be completed for the 2010-2011 membership year, including parent and emergency contacts, school attended, racial and ethnic background, and any financial contribution they wish to make to the Council in addition to the **\$12** membership dues. New and re-registering adults need to also complete all the information.
- It is suggested that each troop hold a Family Meeting prior to your first troop meeting, during which time the registration forms can be completed and plans can be made for the upcoming year.
- In order to keep track of payments, it is recommended that you make a notation in the margin of girl and adult forms as to payment made for membership/donation and method (cash/check #). **The box at the bottom of the form is for recording donations only.**
- **To request Financial Aid for a girl, troop volunteers should fill out the Financial Aid request form.** Also, be sure to make note of the financial aid requested on the Dues Summary form in the "other" section when filling out the amount of money attached to the paperwork. **Please note: Financial aid is only available to girls.**
- A parent signature is necessary for each **new girl** registering. (Parent signatures are desirable but not required for re-registering girls/adults whose signatures are on file with the Council.) Parents who do not wish to give photo permission may cross out that section of the permission agreement.
- Troops with questions regarding which members registered during the spring registration period may contact their Service Unit Registrar or Council Office for information on their registration status.

TRANSFERS:

- To **re-register any girls or adults registered this past year with another troop within GSEM** fill out a new blank form, to be included with your troop's registrations. All girl forms and dues for girls transferring to a new troop should be submitted with the new troop summaries and not put with old troop summaries.

For members transferring **after** having registered earlier in the year or during Early Bird, you should contact your Service Unit Registrar or a GSEM Council Registrar to move them to/from another troop.

REMINDERS:

- **EACH TROOP MUST HAVE AT LEAST TWO UNRELATED REGISTERED ADULTS, ONE OF WHOM IS A WOMAN (Per GSUSA Safety-Wise regulations).**
- Attach adult registration forms for volunteers and other adults helping with the troop with their **position codes marked** at the top. If you have adults working with your troop but registered with a different troop please note by writing the adult's name, position code, and troop# where registered in the shaded portion of the dues summary form. These adults, although registered elsewhere, can be considered as the required adults with the troop.
- Registering Adults be sure to specify their position code on form: 01=Leader (or Co-Leaders); 02=Assistant Leader; 03=Troop Committee Member; 11=Service Team Member (**Do not use 14**)
- Also, note any lifetime members affiliated with the troop and what position they hold.
- Registering Girls and Adults be sure to enter previous number of years in Girl Scouting (do **NOT** include the current year)
- Registering Girls, Adults, and Parents should enter an email address.
- Collect **\$12** for each registration plus any donations.
- Register any additional girls & adults as they join during the year, including your troop cookie manager

2011 Fall Registration Instructions Troop Leaders

RACIAL/ETHNIC INFORMATION:

- **GSEM** is committed to reflecting in its membership the racial and ethnic diversity of its community; to that end, we ask families/troops to provide this information, which is compiled and analyzed to measure our success in serving those communities.
- Please ask families/adults to complete **both** the Racial Background (Asian, Black, White, etc.) and Ethnic Background (Hispanic or not Hispanic) sections. Families may select more than one racial category.
- If these sections are **not** filled in by the family, the troop volunteer is asked to fill in the information to the best of her/his ability and then check off VS #1 or VS #2 in the shaded margin of the forms. VS #1 indicates that a Visual Survey was used to identify the 1st category (Racial Background) and VS #2 indicates that a Visual Survey was used to identify the 2nd category (Ethnic Background). You may check both VS #1 and #2 if you are filling in both pieces of information or only one of them if you are providing partial data.

VOLUNTARY GENDER, AGE AND EDUCATION DATA FOR ADULTS:

- Adults are asked to voluntarily provide information on their gender, age range, and education level. This information will be used to improve outreach efforts and is entirely voluntary.

DONATIONS:

- Families wishing to make a contribution to the Council should fill out the boxed section at the bottom of the girl or adult registration form. **Donations of any amount can be combined with the \$12 dues payment by check, cash or credit card.**
- **If paying by credit card payment:** only VISA and MasterCard are accepted; **MINIMUM DONATION** for credit card charge is \$15.00 (dues can be added to that amount); total amount being charged should be noted on the form before being signed by cardholder (for example: \$15.00 donation + \$12 membership fee for girl = \$27.00 charge). **Credit cards are not accepted for membership only.**

CONTACT YOUR SERVICE UNIT REGISTRAR. IF YOU DO NOT HAVE A SU REGISTRAR CONTACT A GSEM SERVICE CENTER, AND MAKE ARRANGEMENTS TO TURN IN:

- a. White copy of a Dues Summary form
- b. Top copy (white) of Girl and Adult registration forms for re-registering and new members
- c. The white Citizens Bank deposit receipt (not the copies of the deposit slip) for dues/S.H.A.R.E. donations deposited to GSEM membership account **OR** Troop check **OR** cash for money due

LIFETIME MEMBERSHIP:

- For **New Adult Lifetime** Membership Registrations: Use a *GSUSA ADULT REGISTRATION FORM*. Collect lifetime membership fee (\$300.00) for each new Adult Lifetime Member registration. Send the form and check (**payable to "GSEM"**) directly to: Sue Zinger, GSEM, 1740 Turnpike St., North Andover, MA 01845. **Do not** include new lifetime members on a membership dues summary and **do not** combine their \$300.00 payment with your troop's registration money.
- Registered Ambassador Girl Scouts who graduated from high school or the equivalent during the 2009 - 2010 membership year are being offered lifetime membership by GSUSA at a reduced cost of \$156.00 if their paperwork and payment to GSEM is made **before the September 30, 2010, deadline**. **Paperwork submitted after 9/30/10 will be subject to the full price of \$300.00.** Graduating Girl Scouts Lifetime Memberships should be submitted in the same manner as other lifetime memberships (see above).

2011 Fall Registration Instructions Troop Leaders

CHECKLIST:

- Fill out a Dues Summary for the registrations being submitted at this time with information pertaining to the 2010-2011 membership year.
- Submit registration forms for new and re-registering girls and adults.
- Register two adults with the troop either in the spring or fall with each adult's position code(s) indicated at the top of the registration form. 01=Leader (or Co-Leaders); 02=Assistant Leader; 03=Troop Committee Member; 11=Service Team Member **(Do not use 14)**
- Check that the number of registrations attached equals the number of registrations indicated on the Dues Summary.
- Check that the number of registrations attached times \$12, plus any donations, equals the amount of payment being submitted (Minus any financial assistance requested).
- Clearly identify donations to the Council on the bottom of the registration forms so that the Council will be able to thank donors.
- Attach a troop check payable to Girl Scouts of Eastern Massachusetts **OR** the white bank deposit receipt with transaction information imprinted on it for payments made directly to the GSEM Membership Account at Citizens Bank.
- Submit any new Lifetime Member applications directly to the Council, separately from troop registrations.

**Thank you for your efforts to submit your Troop's
Fall registrations on-time.**