

GIRL SCOUTS OF NORTH-CENTRAL ALABAMA
2019 On Time
Troop Registration Information

NEW Registration and Renewal Updates

1. Young Alumnae Lifetime Membership: \$200

The Young Alumnae Lifetime Membership option is available to any individual who is 18-29 years-old and was a Girl Scout at some point during her childhood. For \$200, this option replaces the graduating senior discount and expands the criteria to former members under the age of 30.

Renewal: Preparing for Troop Parent/Guardian Meeting

- Create an account and log into the MyGS Membership Community.
- Review the troop online roster by clicking the “Troops” tab to ensure every girl and adult member is listed. Contact Customer Care (customercare@girlscoutsna.org) if there is an error or if someone is not listed.
- **Invest the First \$25** - A wise Girl Scout leader once said, “A parent should only have to pay for Girl Scout registration one time – the first year. Proceeds from the Girl Scout Cookie Sale program should be used in all years after.”

Investing in the **First \$25** is a great best practice for all Girl Scout troops to build a solid foundation in financial skills. Using budgeting skills, girls can power their proceeds to cover next year’s Girl Scout adventures. The **First \$25** also helps cross one more task off a parent’s to do list once the new school year arrives!

Not sure if your girl will participate next year? Investing the **First \$25** retains her membership, allowing her to participate in all Girl Scout opportunities during the 2018- 2019 year including camp, events, and travel.

Meeting with Troop Parents/Guardians:

- Explain that the annual fee of \$25 goes to Girl Scouts of the USA for membership fees, which includes development of the Girl Scout Program materials, activity insurance for approved GS activities, and support services the council receives from our national organization.
- Remind parents/guardians that this registration is for the 2019 membership year (October 1, 2018 through September 30, 2019.)
- Remember that even if girls or adults move during the year, their memberships can be transferred to their new troops and/or councils. Please contact Customer Care for assistance in transferring memberships and for information on how to contact the new council.

Go Green! Online Troop Renewal Registration Process Instructions

Follow these easy steps to complete your troop’s renewal registrations online!

Step 1 – Log in to MyGS (use the MyGS tab on our council’s website)

- All volunteers should receive an email invitation to join MyGS when they register. (If you have not received this email or have not reset your password, please contact Customer Care.)
- Enter your user name and password

Step 2 – Click on the Troops Tab to:

- View troop roster (A)
- Change view to ‘Current Year’ (B)
- Select renewal choice for each member (C)

Three Girl Renewal Choice Options:

Be sure to select “Next Year” above “Renewal Choice”

“Renew”	Re-registering for MY2019
“I’ll Decide Later”	Possibly renewing for MY2019
“Do Not Renew”	Not Returning for MY2019

Step 3 – Accept the Girl Scout Promise & Law

- Review and accept the Girl Scouts Promise and Law.

Step 4 – Payment

- You may choose to:
 - make a donation
 - upgrade adults to lifetime memberships
 and/or
- Enter billing information – if different from mailing address

Step 5 – Confirmation

- Review and confirm the selections you have made.

Step 6 – Submit

- Share a message about Girl Scouts via social media
- Print a receipt or receive one via email

Things to Remember!

- Only 20 members can be registered in a single transaction.
- Each parent/guardian needs to update their girl's information in the Member Community.
- Graduating Ambassadors wishing to renew must use a paper form.
- If a member is transferring to a different troop, register them to your troop and contact customer care to have them transferred.

MEMBERSHIP **TROOPS** FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT

Membership Year Oct 1, 20 to Sept 30, 20 **B** **NEXT YEAR**

Troop03681

Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.

To request financial assistance, please email [your local Girl Scout council](#).

Girls				
Name	Participation	Status	Renewal Choice	
Alyssa Mani CM	Troop03681	Inactive		Edit
DE_ Kelly Lock CM	Troop03681	Inactive		Edit
DE_Alice Jones CM	Troop03681	Time to Renew for 2017	C Renew	Edit

Instructions for Paper Registration Process

Follow these steps to complete your troop's registration using paper registration forms.

Step 1 – Have parents/guardians complete a **Member Registration Form** for each currently registered girl and adult

- **Print** all information legibly using blue or black ink.
- All information on a membership registration form is important. Please complete the form in its entirety including the girl's grade, birthday, and contact email.
- Help us keep our records accurate by using the same name each year. **Refer to your troop roster for names under which members are currently registered.**
- A parent or guardian **must** sign the form giving permission for the girl to participate in Girl Scouting and permitting or opting out of the media release.

Step 2 – **Collect individual member registration forms**

- **Invest the First \$25** - The First \$25 helps cross one more task off a parent's to do list once the new school year arrives!
- If the troop treasury is insufficient to cover the membership fees, ask the parents/guardians to pay the GSUSA membership fee with cash or **checks written to the troop.**

Step 3 – **Deposit membership fees into the troop's checking account**

- Troops must pay for their registrations with one troop check.

Step 4 – **Prepare paperwork and money for council processing**

- Check individual member registration forms to ensure all information has been completed and is legible. Contact member/parents for missing or illegible information.
- Complete all sections of the Membership Registration Summary.
- Retain a copy of all completed forms for your records. Scanning and emailing copies to yourself is a "go green" preference.
- Pay by troop check, credit card, or debit card.

Step 5 – **Turn in paperwork to your local GSNCA service center**

- Don't forget to get a receipt whenever you turn in paper membership forms!

Registration Help Desk

800-734-4541

customer care@girlscoutsnca.org

Membership Registration Summary Tips

The following are some important tips when filling out the Membership Registration Summary

1. **Grp/Trp** is your 5 digit troop number, usually beginning with a 1, 2, 3 or 4
2. **SU/Team Area** is your 3 digit service unit number
3. **Area** should be left blank
4. **Council Code** is 306 for Girl Scouts of North-Central Alabama
5. **Completed by:**
 - o Mark "Volunteer" and complete the name, phone number and email address information of the person completing the summary.
6. **Program:** Check how long the group will be active during the membership year. Troop duration is generally 8-12 months. Other pathways, like camps and series, will vary in length. Mark how frequently the group will meet.
7. **Grade Levels:** (Daisy, Brownie, Junior, etc.) This is important so staff will know what grade level girls may be referred to the troop. Please mark all that apply.
8. **Registration Fees**
 - A. **Annual/Extended Year Registrations or Lifetime Memberships (used if cash or check is attached)**
 - o Separate and count the girl and adult membership registration forms and record the counts on the spaces provided.
 - o Calculate the amount of annual/extended registration dues for girls and adults.
 - o Record the "Total Amount of Fees." *Reminder: GSUSA membership fees are non-refundable or transferable.*
 - o Record "Donations Received."
 - o Calculate and record the "Total Amount Attached."
 - o Follow steps 1-5 for Lifetime Adult and Young Alumnae memberships.
 - B. **Scholarships must be processed via paper registration forms.** Attach the member registration form to the scholarship application. Attach all member registrations for scholarships to the Membership Registration Summary.
 - C. **Young Alumnae Lifetime Registrations**
 - o Graduating Ambassadors and any former Girl Scouts 18-29 years-old have the option to purchase a Young Alumnae Lifetime Membership for \$200.
 - o This new option is replacing the former graduating senior lifetime membership.
9. **Payment Summary:** Use this section to ensure the amount you are submitting matches the number of memberships included on this Membership Registration Summary.
 - A. Cash and checks should be deposited to the troop account and a troop check should written to GSNCA for the equivalent amount.
 - B. All checks must include the person's name, address, two phone numbers, and driver's license or state issued ID number with the issuing state identified. A \$30 service charge will be assessed on returned checks.
 - C. Count and record the number of times each payment is used and total the amount for each payment type.
 - D. Attach membership registration forms, scholarship applications, and payment (one troop check, money order or credit/debit card information) to the Membership Registration Summary.
10. **Submit** the completed forms to your service unit registrar, service unit manager, or GSNCA staff person

You only need to complete all information on the Membership Registration Summary ONE TIME per membership year. Only the GRP/TRP, Completed By, Program, and Grade Levels fields need to be updated as you add members through the membership year.