

Girl Scouts of Northern California
2010-2011 Early Bird Membership Registration Checklist for Troop Leaders

Online Membership Renewal

- Notify parents and Service Unit Director/Leader Support Manager if troop is disbanding by **June 15, 2010**. Complete the *Disbanded Troop Form* and the annual *Troop Financial Report*.
- Use online Troop Management Hub to update contact information, including emails, for troop members and your troop's meeting information.
- Use the *Troop Transfer/Position Code Change* form on the GSNorCal web site if a girl/adult is transferring from your troop.
- Distribute the *I Am a Girl Scout Family Partner* solicitation to parents by **May 10, 2010**.
- Encourage parents of currently registered girls and all adults—new and renewing members—to register and make a family giving contribution online. All girls and adults renewing their membership online by **June 15, 2010** receive a limited edition patch.
- Follow up with parents who have not renewed their daughters' membership for 2010-2011 and encourage them to renew and make a contribution online.
- Use online Troop Management Hub and your troop debit card to renew memberships if your troop is paying the membership fees and making a family giving contribution. (For your records, keep signed registration forms with credit card numbers blacked out, email authorizations, or a signed roster authorizing registration.)



Offline Membership Renewal & New Member Registration

- Distribute the *I Am a Girl Scout Family Partner* solicitation and paper girl/adult membership forms to parents and adults who cannot register online for the following reasons:
 - Payment Type: Cash, Check, Cookie Credit, Financial Aid
 - Membership Type: New Girl, Lifetime
- NOTE: The membership card included with the *I Am A Girl Scout Family Partner* donation form is valid.
- Collect membership forms and payments (cash, check, cookie credit, financial aid, credit card).
 - Deposit membership registration and family giving cash/checks in registration bank account using the deposit slips provided by the council.
 - Complete a *Membership Dues Summary*—select the “troop” pathway on the form--and a *Troop Registration Worksheet* for each bank deposit date.
 - Submit **in this order** the dues summary, bank deposit receipt, bank deposit slip, adult registration form(s), girl registration form(s), and troop worksheet to Service Unit Registrar **within one week of bank deposit date**.

Resources

- For more information about online membership registration, go to www.girlscoutsnorcal.org/onlineregfaq
- For the **Troop Transfer/Position Code Change** form, go to www.girlscoutsnorcal.org/troopchangeform
- For **membership forms**, go to www.girlscoutsnorcal.org/membershipforms
- For the non-Santa Clara County and Santa Clara County **Adult Screening Packets**, go to http://www.girlscoutsnorcal.org/documents/AdultScreeningPacket_NOT_SCC.pdf
http://www.girlscoutsnorcal.org/documents/AdultScreeningPacket_SCC.pdf
- For the **Annual Permission Form**, go to http://www.girlscoutsnorcal.org/documents/Annual_Permission.pdf
- For the **Girl Health History Record**, go to http://www.girlscoutsnorcal.org/documents/HH_Girl_Health_History.pdf
- For the **Annual Troop Finance Report**, go to http://www.girlscoutsnorcal.org/documents/Annl_Troop_Finance_Report.pdf
- For the **Disbanded Troop Form**, go to http://www.girlscoutsnorcal.org/documents/Disbanded_Troop.doc