Girl Scouts of Northern California

How to Register Your

NEW TROOP

Council Name: Girl Scouts of Northern California
Council Code: 636

03/22/2012

Girl Scouts is a membership organization – In order to be a member of the Girl Scouts, you must register with and pay annual or lifetime membership dues to Girl Scouts of the USA. The Girl Scout membership year runs from October 1 to September 30. Financial assistance is available for any girl whose parents are unable to pay the membership fee.

Quick Step Registration

There are two ways to register girls and adults in your troop: online and offline. Both methods are acceptable but online membership registration is preferable for the following reasons:

- Faster and more cost effective than offline registration
- Increases accuracy of data entry
- Generates a troop roster and membership cards instantaneously

Please note that membership registrations requesting financial assistance and lifetime memberships must be done offline.

Below are instructions for each process.

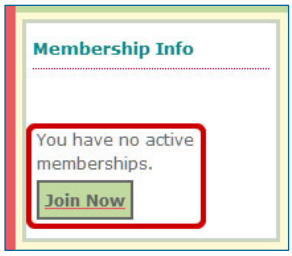
ONLINE MEMBERSHIP REGISTRATION

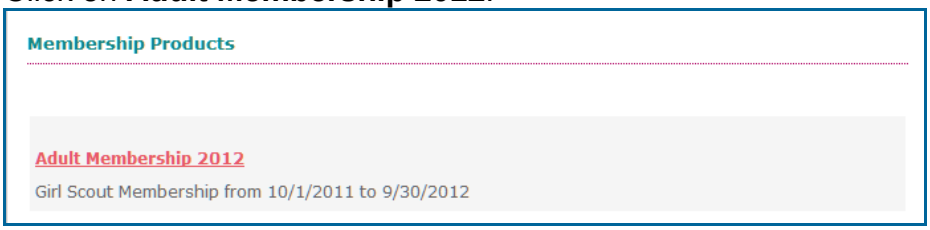
Forms needed:

1. Girl and Adult Registration
2. Family Giving Promo: "I Am a Girl Scout Family Partner"

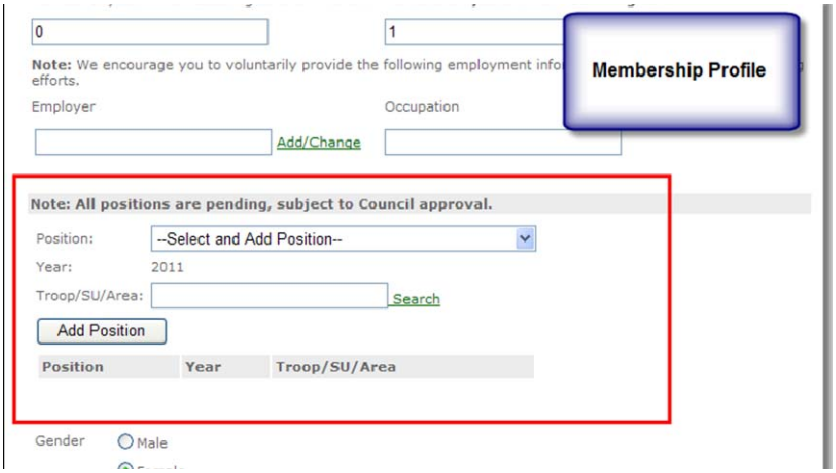
Check the box as you complete the following Steps:

- ☐ Complete adult screening. Go to https://www.girlscoutsnorcal.org/pages/for_volunteers/vol_screening.html.
- ☐ Receive Volunteer Screening Approval Notification email
- ☐ Contact your service unit registrar or community development director to get a troop number.
- ☐ Register online.
  - Go to www.GirlScoutsNorCal.org/ebiz
  - Create an Online Registration login with a username and password
  - Click on **My Account** in the left navigation bar
  - Click on **Join Now**.
  - Click on **Adult Membership 2012**.



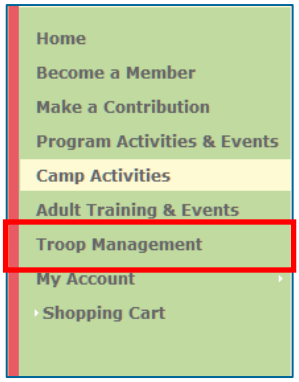


- In the **Membership Profile** screen, select and add the **01-Leader/Advisor** position and your **troop number**. Click on **Add Position**. Repeat process for multiple positions and/or troops. (For step-by-step instructions on how to select a position and a troop, go to www.girlscoutsnorcal.org/ebizhelp.)



- ☐ Open a troop bank account. (For instructions, see the *Council Resource Guide: Volunteer Essentials* and complete the Getting Started course.)

- ☐ Receive notification of approval of 01 position code request



- ☐ Log on to eBiz account. Verify availability of the Troop Management Hub. There should be a "Troop Management" link listed in the upper-left hand navigation bar.

- ☐ Have all parents and adults complete a Girl/Adult Registration form for all participating members. Make sure each form is signed.

- ☐ Collect $12 per membership form submitted and Family Partnership donations if contributed. For information about lifetime membership see section 2e. **Each payment made should be for one year and one troop only.**

- ☐ Deposit all cash and checks into **troop bank account**.

- ☐ Log on to eBiz account. Use the eBiz Troop Management Hub to add/register members and make family giving donations. For step-by-step instructions and a demo, go to www.girlscoutsnorcal.org/onlineregfaq. Click on the **ONLINE REGISTRATION OF NEW MEMBERS** link.

- ☐ Black out credit card numbers on registration forms, if provided, and keep all registration forms in a secure location until the end of the membership year.

- ☐ Using the Troop Management Hub, email parents instructions on how to activate their Online Registration accounts so they can see their order history and renew their memberships online for next year. Click on the Troop Hub's "**New Girl/Adult Member Registration Confirmation**" link for an email template. (Each member will also receive a system-generated confirmation email.)

OFFLINE MEMBERSHIP REGISTRATION

Forms needed:

1. Girl and Adult Registration
2. Family Giving Promo: "I Am a Girl Scout Family Partner"
3. Troop Registration Worksheet aka Troop Worksheet
4. Membership Registration Summary
5. Deposit Slip for Registration Account

Check the box as you complete the following Steps:

- ☐ Complete adult screening. Go to https://www.girlscoutsnorcal.org/pages/for_volunteers/vol_screening.html.

- ☐ Have all parents and adults complete a Girl/Adult Registration form for all participating members. Make sure each form is signed.

- ☐ Collect $12 per membership form submitted and Family Partnership donations if contributed. For information about lifetime membership see section 2e. **Each payment should be for one year and one troop only.**

- ☐ Fill out the Troop Registration Worksheet. Only list the names of the girls/adults currently submitting registration forms with one name per line. This is not a troop roster.

- ☐ Complete all sections of the Membership Dues Summary.

- ☐ Fill out the bank deposit slip.

- ☐ Write the Wells Fargo account number on the back of all checks. **Registration Account: #0039-560768 for Wells Fargo**.

- ☐ Deposit all cash and checks into the **registration account** at your local Wells Fargo Bank.

- ☐ **Return all forms with appropriate copies to your service unit registrar in the following order**:
  - One stamped bank deposit slip and one bank receipt
  - Two copies of the Membership Dues Summary
  - One copy of each Girl/Adult Registration form
  - Two copies of the Troop Registration Worksheet

  Please note that there should only be one deposit for each submission. The Dues Summary must only reflect one deposit slip.

- ☐ Black out credit card numbers, if provided, on the troop's copy of the registration forms, and keep all registration forms in a secure location until the end of the membership year.

More Information about the Online and Offline Registration Steps

1. **Girl and Adult Registration forms**
   a. All girls and adults joining Girl Scout troops are required to complete and sign a new registration form their first year. Girls and adults may renew their membership online or offline.
   b. Adults may be involved with multiple troops, but should only submit one registration form.

c. When leading multiple troops make sure to write the troop numbers on the top of the adult form where it asks for Position Code and Group Number. If you start a second troop later in the membership year, you can request the 01- leader/advisor position code for your new troop by either:

- Logging on to your eBiz account. Click on **My Account** on the left navigation bar, scroll down to **My Positions.** Select the position, membership year, and troop.

OR

- Filling out the Troop Change Form found on the GSNorCal web site at www.girlscoutsnorcal.org/troopchangeform.

d. For offline registrations, leaders should keep the yellow copy of the registration forms and submit the white copy to the service unit registrar.

2. Membership Dues and Payments

a. National annual membership dues are **$12.00** for each member. Leaders must collect payment for each completed registration form. If financial assistance is needed, please mark F/A on the registration form, note it in the payment section of the Dues Summary and check it on the Troop Registration Worksheet.

b. Dues include activity insurance, and support the development of national program resources. All membership dues go to GSUSA.

c. **Credit Card Payment:** Online registration credit card payments are processed daily. Offline registration credit card payments are processed after service unit registrars or staff submits the forms to the local Girl Scout office, so please allow up to 3 months for a credit card to be processed.

d. **Cookie Reward Cards:** May be used for offline registration only. Write the card number at the top of the registration form. Cookie rewards cards are non-transferable.

e. **Lifetime Membership and Graduating Ambassadors**:

- Current lifetime members are not required to fill out an annual registration form but can access their Girl Scout customer record online at www.girlscoutsnorcal.org/ebiz by creating a user name and password for their account.

- Ambassador or Senior girl members graduating in June may register as lifetime members at a discounted rate by paper form only. Lifetime membership forms and payment must be mailed directly to the council office after graduation in June and must be received before September 15.

- **All lifetime membership forms must be submitted and paid for separately from the rest of the troop**.

3. **Troop Registration Worksheet:**
   For offline registrations, leaders should keep a copy of the worksheet for their records while waiting for access to the Troop Management Hub, which is an online portal for a roster of registered troop members, communicating with troop members, registering new members, updating member information, etc.

4. **Membership Dues Summary:**
   For offline registrations, every packet of paper registration forms even if just one or two forms needs to have a Registration Summary attached. Please complete all sections of the Membership Registration Summary.

5. **Deposit Slips:**
   For offline registrations, when making a deposit be sure to use your Wells Fargo bank deposit slip found in your registration welcome packet. If you need more, you can request them from your service unit registrar or your local office. Make sure there is only one deposit made for each Registration Summary and Troop Registration Worksheet.

6. **Account Numbers:**
   Ensure that the **Wells Fargo Registration Account: #0039-560768** is on the back of all checks.

7. **Depositing Money**:
   a. Deposit all cash and checks at your local **Wells Fargo bank**.

   b. ***Have bank teller stamp all deposit slips***. Teller will keep the white deposit slip and give back two (yellow and pink). The teller will also give you a white receipt.

   c. Attach the yellow deposit slip and the white receipt to your forms. Keep the pink deposit slip for your records

<u>OTHER IMPORTANT INFORMATION:</u>

- **eBiz:** eBiz is GSNorCal's online registration system for membership registration and in-person adult learning course registration.

- **Troop Numbers:** All Registration Summaries must have a troop number. If your troop does not have a number, please contact your service unit registrar or community development director. Group number is the same as troop number.

- **Troop Leaders:** Each troop is required to have one designated leader to receive all communication from council. This is the 01 position. The designated leader's name must always appear on the Membership Dues Summary and Troop Worksheet. Leaders with the 01 position code have access to the eBiz Troop Management Hub. A troop may have more than one leader with a 01 position code.

- **Health History Forms (Girl and Adult):** The Health History forms stay with the troop for girls and adults continuing with the troop or until the end of the membership year for girls and adults leaving the troop.

- **Permission Forms**: The permission forms stay with the troop until the end of the membership year.

- **Racial Background:** We encourage all members to complete the racial/ethnic information on both the *Girl and Adult Forms.* This is a vital part of measuring our progress in serving every girl everywhere.

- **Minimum Troop Size:** Troops or groups should be "large enough to provide experience in self-government and ... small enough to allow for development of the individual girl." — Girl Scouts of the U.S.A.

K- Grade 1	(Daisy)	– 5 girls	Grades 6-8	(Cadettes)	– 5 girls
Grades 2-3	(Brownies)	– 5 girls	Grades 9-10	(Seniors)	– 5 girls
Grades 4-5	(Juniors)	– 5 girls	Grades 11-12	(Ambassadors)	– 5 girls

girl scouts