Girl Scouts of Eastern South Carolina
Troop Registration Checklist

The following information will serve as a guide for the registration process and also serve as a reference guide to all troop leaders.

Membership Dues Summary Forms

It is very important to complete this form each time you turn in registrations

- Please identify the grade level that describes the majority of your girls. Feel free to check all that apply, but please make it clear which applies to the bulk of the girls by putting the number of girls you have in each grade level.
- Write each members name on the front of the Dues Summary and what grade they are in. See Examples of New Forms.
- All of the information regarding meeting location and time is very important and needs to be completed with as much information as possible.
- Please provide the Troop Leaders name, address, and phone number on the bottom portion of the form, regardless of who turns the form in.
- Please fill out the *Troop Number*, *Service Unit*, and *Registration Area* at the top of the Membership Summary Dues Form if possible.
- If your troop is brand new, please mark *New* next to the Troop Number on the top of the form. If your troop was in existence in previous years, please mark *Reregistering.*

Adult Membership Forms

- If a P.O. Box is given as a mailing address, a physical street address must also be listed on the form. Your mail will continue to be sent to your P.O. Box.
- Please include all employment information, including place of employment and phone number.
- Remember to mark your **position code** under Participation. This will help ensure that you receive the information you need for your position.
- A signature is required on the adult form and *cannot be processed without one.*
- Adults should mark any of the ways they would like to get involved – these choices are listed on the side of the Adult form.

Girl Membership Forms

- Please be sure the form is filled out in its entirety, making certain that the grade levels and birthday are provided. ***The registration cannot be processed without this information.***
- A parent or guardian's signature is required for all girls. *The registration cannot be processed without this information.*
- Please include as much information about the parent or guardians as possible. This includes place of employment, phone numbers (home, work, cell), and home address if different from the child's.
- If you want to list an Emergency Contact put it at the bottom of the form.
- Please do not abbreviate school names.
- Girls should mark Individual girl interest by pathway, indicated on the Girl registration Form

VS Category #1 and VS Category #2

On the right side of the form, at the bottom there is a section that is for leaders/advisors only. This is only used if the girls or adults who are registering did NOT fill in their racial and ethnic background.

- *VS Category #1*: fill in the circle if the leader visually scanned to fill in the *racial background* of the girl or adult registered on this form.
- *VS Category #2*: fill in the circle if the leader visually scanned to fill in the *ethnic background* of the girl or adult registered on this form.

Other Reminders

- ***Annual dues are $12 per registration at the time the registration is turned it.***
- Girls must be in grades **5K – 12th grade** on the date their registration is turned in.
- The name used on the registration form must be the name used throughout the membership year, i.e. if Margaret goes by "Meg" please register her by the name she prefers.
- Turn in the top copy of all forms to the council and keep the yellow copies for your Troop's records.
- Individuals are people who join Girl Scouts that are not a part of a Troop.

If you have any changes or updates that need to be made after you have registered, please inform one of our registrars at candywyrick@girlscoutsesc.org or julanncross@girlscoutsesc.org or your Service Unit Field Director.