



Girl Scouts®

# Girl Scouts of South Carolina – Mountains to Midlands, Inc. 2011-2012 Registration Instructions

*Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*

Please follow these procedures when completing registration forms for the October 1, 2011 – September 30, 2012 Girl Scout membership year. **It is very important that these instructions are followed to assure correct information is collected and retained about each member and troop.** If you have any questions, please contact your service unit's Registration Checker, Community Development Manager or your region's Registrar at the Girl Scout Service Center.

### New this year:

- Registering adults are now asked to describe their participation in more detail.
- Information is requested on the right panel of girl and adult forms to help us respond more effectively to the needs and interests of our members.
- Be sure to fill out the Pathway of Entry on the bottom of the right panel of each girl member registration form, using the definitions provided on same the panel of the form.

### Registration Deadlines:

- **New and Re-registering Troops:** Registrations are due to your service unit's Registration Checker or Regional Service Center by September 30, 2011 to be considered On-Time and eligible for the On-Time Registration Incentive. **On-time registrations are due by September 30, 2011.**
- **New Troops and Additional Members:** Once registration forms and dues are collected by the troop leader, they should be submitted to the service unit Registration Checker, or Regional Girl Scout Service Center before the next troop meeting.

**Remember—Girl Scout activity accident insurance coverage is not effective until a girl's or adult's registration has been submitted to your service unit's Registration Checker, Community Development Manager or Girl Scout Service Center.**

### Registration Packet Contents:

- 1) On-Time Registration Incentive Flyer
- 2) Registration Instructions
- 3) Troop Roster, per E-Council as of 4/21/2011
- 4) Preprinted Girl and Adult Registration Forms
- 5) Blank Girl and Adult Registration Forms - 5 girl and 3 adult
- 6) Membership Dues Summary Forms – 3

### Girl and Adult Registration Forms

- **Preprinted registration forms** are provided for most re-registering troops based on the 2010-2011 registration information. Where **corrections need to be made** to pre-printed forms, mark through the printed information and write in the correct information. Refer to the Troop Roster provided to assure **consistent spelling** and to determine if you need to fill out a blank form for girls who joined after the forms were printed. Attach an additional sheet with corrections if necessary.
- **Blank forms** are available for new girl and adult members and must be used by new troops and re-registering troops when pre-printed forms are not available. Complete all information. Please PRINT legibly. Additional blank forms can be downloaded from the Forms Directory on our website. If you need a group/troop number contact your community development manger.
- Encourage adults to fill out the optional **Demographics information:** This is how the organization monitors that our membership reflects the population in our region.

If the forms come in without racial and/or ethnic information provided, you, as the leader, should provide the racial and ethnic information based on your own visual survey (VS). Use the box on the bottom right side of the member's form to indicate that you provided the information based on your visual survey (VS). Check VS Category #1 if you provided the racial information and VS Category #2 if you provided the Hispanic or Latina information.

- **Adult Form Only: Participation:** Leaders/Advisors and Co-Leaders/Advisors (those who have taken or plan to take all three initial adult learning segments and are willing to be responsible for the troop) use position code 01; Assistant
- Advisors/Leaders (those who may take all or part of the necessary leader training, but only want to assist) use position code 02. Other adults registering to help with the troop should use position code 03. *Continue on page 2*

Columbia Service Center	130 Pinnacle Point Court, Suite 100	Columbia, SC 29223	T 803.782.5133	F 803.782.0410
Greenville Service Center	Five Independence Pointe, Suite 120	Greenville, SC 29615	T 864.297.5890	F 864.272.3394
Spartanburg Service Center	349-A East Blackstock Rd.	Spartanburg, SC 29301	T 864.576.2514	F 864.587.7367
Corporate Headquarters	Five Independence Point, Suite 120	Greenville, SC 29615	T 864.770.1400	F 864.272.3394

800.849.GIRL (4475)

www.gssc-mm.org

Note the troop number(s) to the right of the appropriate position code/position. If you are a member of the service team, enter your service unit number.

Accurate position codes ensure that the council communicates with the appropriate adults throughout the year. We have added an **additional position code, PL**, to identify the **primary leader**, the person the service team or council staff members should call if they are only going to make one phone call to the troop. Use other to indicate if you are the Primary Leader (PL).

- **Permission** (girl form) and **Acceptance** (adult form): If unwilling to be photographed, etc., the adult/parent/guardian needs to check the circle next to I DO NOT give permission for the registrant member to be photographed, videotaped, etc.
- **Donations: You can impact** the likelihood that a parent will help support other girls in Girl Scouting **by pointing out and encouraging parents to make a donation** to Girl Scouts locally when they register their girls. While the required membership fee is sent in full to Girl Scouts of the USA to help provide insurance and other national resources, **every dollar they donate is spent locally on training volunteers, girl programming and scholarships**. Their contribution is fully tax-deductible; a thank-you and tax letter will be sent to each donor. The contribution can be included with the \$12 annual membership dues on one check.
- **Fill in the Council Code (377)** and **Group/Troop Number** and **Service Unit (SU) Number** in the lower right corner.

### Membership Dues Summary

- A Membership Dues Summary must be completed **each time registration forms are submitted**.
- Be sure that **all** of the **information** has been **completed**. Membership expiration date is 9/30/2012.
- **Use same Council Code, and SU Area Number** used on girl and adult member registration forms. The **Registration Area Code for the Upstate Region is 410 and the Midlands Region is 400**.
- **Check the one grade level** that represents the majority of girls that are registering now.
- **Keep a copy** for your records.
- **Attach payment, made out to Girl Scouts of South Carolina-Mountains to Midlands (GSSC-MM), securely to the Dues Summary and forward with completed registration forms and any donations and membership assistance certificate(s) to your service unit's Registration Checker, Community Development Manager or to your Girl Scout Service Center.**

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### HAVE YOU Checked your forms to be sure that:

- ✓ ALL girl/adult information is complete and correct.
- ✓ E-mail addresses are legible.
- ✓ Racial/ethnic information is complete. Be sure to complete both the racial and ethnic sections, using your visual survey (VS), if the parents did not provide it.
- ✓ The parent(s)/guardian(s) who signed the form is/are the custodial parent(s)/guardian(s).
- ✓ Adult position codes for those serving as leaders, primary leader, and assistant leaders are correct.
- ✓ Registration Dues received + Donations received + Other Monies/Financial Assistance Certificate(s)= Total \$.
- ✓ The person filling out the form notes her/his position and completes name information section at bottom.

### Additions to Troop: REMEMBER – girls and adults may join the troop at any point during the year!

- Follow the same instructions used to register the troop. Submit forms and membership registration dues promptly. Activity accident insurance is not in effect until they have been submitted to your service unit Registration Checker, Community Development Manager or Girl Scout Service Center for processing.
- A Membership Dues Summary must be attached each time additions are submitted.

**Financial Assistance for Membership Dues** is available. Along with your Membership Dues Summary, submit the Membership Assistance Certificate(s), available from your Community Development Manager, when a girl needs all or a portion of the \$12 fee to be paid due to her family's financial circumstances. Record it as Other Monies on the Dues Summary.

**Minimum Troop Size Standard:** There must be at least 5 girls and 2 adult leaders (at least one 01) registered with each troop.