

Registration Checklist for Troops

In your registration packet, you will find all materials necessary to register your troop for next year. Your troop has the opportunity to Early Bird register. All Early Bird registration packets must be received by **June 30** in order to be eligible to receive Early Bird patches. ***Note: If your troop does not Early Bird register, please retain these materials and register your troop by September 30.**

- ✓ **Checklist: *Reminder: Keep a copy of all completed forms for your records.**

Additional forms can be found on our website at www.girlscoutsnebraska.org, under Forms & Resources.

(Note: numbers 3 and 5 are forms for adult members).

1. Membership Dues Summary Form

Any time you turn in registrations, please complete and attach this form to summarize the registrations and money that are being submitted. Make sure to check/complete all sections on the Dues Summary Form including your troop number. Verify that the \$12 fee per girl/adult matches the number of registrations that you are submitting.

2. Girl Registration Forms

Every parent/guardian needs to complete the Girl Registration Form for each girl. Please request that they review pre-printed forms and update/correct them (i.e. grade/birth date, and especially THE MAILING ADDRESS and EMAIL ADDRESS).

3. Adult Registration Forms

All adults who are planning to be active in the troop (leader, co-leader, product manager, drivers, helpful parents) need to complete the Adult Registration Form. Please, be sure that the **position code** is filled out for each adult. The position codes are listed on the Adult Registration Form.

4. Online Registration-NEW THIS YEAR

Leaders with an 01 position code can register girl and adult members online with a credit or debit card. See the back of this form for more details. **Retain all membership forms in troop files if registering online.**

5. Volunteer Application

We must have this form on file for **all volunteers**. This provides the authorization to do the required screening. Also, it is important to us that we know how adult members are interested in volunteering. However, if you filled this form out last year, *you do not need to do it again* this year; your background screening is good for 3 years, and will expire at the end of the 2012/2013 membership year. In addition, this may all be done online, both your background screening and the Volunteer Application. Go to www.girlscoutsnebraska.org, Forms and Resources/Forms/Volunteer Forms.

6. Collect \$12 Annual Membership Registration Fee (girls/adults)

The annual membership registration dues are \$12 for any girl or adult who registers as a member of Girl Scouts. The membership dues can be paid in part or in full with troop funds. If the troop cannot pay for membership dues in full, the remainder can be paid in a variety of ways: cash, check, credit card or money order from parent or with our Financial Assistance Form.

7. Product Program Forms

These forms register your troop to participate in the Fall Product and Cookie Product Programs.

8. Troop Roster

Check the pre-printed roster for your troop, **make any corrections/additions** and return with your registrations. This is a crucial piece that is necessary for your membership specialist to have on file.

9. Troop Treasury Report

This form is due by **June 30, 2011**. It summarizes the troop income and expenses for the year. You must also attach your most recent **bank statement** to the report. Keep all receipts for your records. **Note: The Troop Treasury Report is required in order to participate in the Fall Product and Cookie Product Programs for the coming year.**

10. Troop Account Information Form

This form is required so that we can send your troop money for any financial aid that is requested, product program sales, etc. Because you are operating as a subordinate unit of the Girl Scout Spirit of Nebraska council, we are responsible for ensuring that accounts are not mishandled.

11. Family Partnership Campaign

Please consider making a contribution to the Family Partnership Campaign. Together we can build girls of courage, confidence and character, who make the world a better place.

We're excited to offer for the first time ever, ONLINE REGISTRATION!

Visit www.girlscoutsnebraska.org to get started.

To register your troop online you must:

- Be listed as an 01 and a current GS member
- Current email address on file
- Have a major credit/debit card to use for payment

-All paperwork must be turned into council for Financial Aid, Cookie Dough, Cash, or Checks

- Register your troop before September 30th

After you register your troop online, keep signed girl/adult membership forms in your troop files.

The following forms must be mailed to the council:

Product Program (d-1, n-1)

Volunteer Applications (if not submitted online)

Troop account information

Troop Treasury Report

Troop Roster

Family Partnership

Forms To Keep for Troop Files:

Driver Safety Form – To be completed by every volunteer driving a vehicle in which girls ride.

Health History/Activity Permission Form – Each parent needs to complete this card for their child. Leaders should have this card at all meetings and field trips in case of emergency. Parents will sign on the back to give permission for activities that are away from the meeting place, involve overnight travel, the use of special equipment and/or cover sensitive issues.

Bank Subordinate Unit/Leader Subordinate Unit/Board Resolution Letters – These letters from the council to the bank or leader outline the process for setting up troop or service unit accounts. The Board Resolution may be required by some banks to open troop accounts.

Troop/Group Attendance Record – This record is kept by troop leader, group coordinator or troop/group member. (Optional)

Troop/Group Dues Record – This record is kept by troop leader, group coordinator or troop/group member. (Optional)

Forms Used Throughout the Year:

Troop Money Earning Activity Request – This form is due to your Membership Specialist one month prior to the activity. If your troop is planning a money-earning activity, please complete both sides of the form.

Troop Trip Request – This form is due to your Membership Specialist at least one month prior to: trips over 100 miles one way from troop meeting place, overnight trips of two or more nights, day trips involving outdoor activities or involving activities not listed in Safety Activity Checkpoints.

Honor Troop Patch Program – This form is due by June 30 to your Membership Specialist. This program recognizes troops that provide strong, balanced programs for Girl Scouts at all age levels. It promotes girl/adult partnerships, girl planning, community service and community involvement.

Please see the Available Forms section at the back of the Volunteer Guide for information on additional forms that may be used: Accident/Incident Report; Troop Event Registrations; Individual Girl Event Registration; Camper Health Form; Physical Exam Form; Additional Insurance Form; Service Unit Treasury Report. All forms can be found on our website www.girlscoutsnebraska.org under Forms and Resources/Forms.