



Girl Scouts Central Maryland  
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Spring 2010

Dear Service Unit Registrar:

Thank you for your time, talents and enthusiasm. Your commitment and agreement to be the Service Unit Registrar is key to the success of the service unit. Your work ensures that girls start their journey and enjoy the Girl Scout Leadership Experience.

Each year nearly 40,000 registration forms are processed by Girl Scouts of Central Maryland and it couldn't be done without you. This packet provides you with important information to ensure that you are equipped to manage the registration process for your service unit this year.

Please take the opportunity to review the information contained in this package. Registration is as easy as 1 ... 2.... 3:

1. Contact your Service Unit Manager to coordinate a meeting time and location to train troop leaders.
2. Establish deadlines and submission requirements.
3. Review all of the registrations carefully before submitting them to Girl Scouts of Central Maryland. These may be delivered to the Council office or given to your Membership Specialist.

If you have questions or need assistance please contact your Membership Specialist. Additional forms are available in the Volunteer Resource Center; contact Sue Crue at 410.358.9711, extension 201 or email [vrc@gscm.org](mailto:vrc@gscm.org) for assistance. New this year, you will be able to access the girl and adult registration and the Dues Summary forms online. Please visit our web site at <http://www.gscm.org/volunteerresources/forms.html>.

Thank you for all you do in Girl Scouting!

Sincerely,

Patricia A. Dash  
Senior Vice President  
Membership & Programs

Ann Green  
Director Membership/  
Volunteer Services

Rita Monroy  
Director Membership/  
Program Services

***"Together we are making a difference in the lives of girls in central Maryland!"***

## **Early Bird Registration**

### **SERVICE UNIT REGISTRAR INSTRUCTIONS**

**Please note: The titles “Service Unit Registrar” or “Registrar” refer to the person responsible for collecting, processing and submitting registration forms for a Service Unit. In some Service Units this function may fall to the Service Unit Manager or the Membership Specialist.**

The Girl Scout program year begins September 1<sup>st</sup> and runs through August 31<sup>st</sup> annually. Girl Scouts of Central Maryland offers an Early Bird registration period annually. While registrations may be submitted anytime throughout the year existing members are encouraged to participate in this early registration period to ensure continued services and to ensure that troops and girls are ready to start selling cookies in the fall. This year packets include preprinted forms for all members entered into our system by January 31, 2010. Nationally, the Girl Scout registration year runs from October 1<sup>st</sup> through September 30<sup>th</sup> annually. The annual registration fee is \$12.00 per member. The option is available for adult members to become a Lifetime Member at a one-time fee of \$300.00 or \$156.00 for graduating high school senior.

Each spring, registration packets are distributed to Service Unit Registrars or the Service Unit Manager. These packets include preprinted and blank forms for girls and adults. By registering during the “Early Bird” period (April 1st to June 30, 2010) troop/group leaders/advisors have an opportunity to make their upcoming year a hit while retaining current members and recruiting and placing new members. One benefit in participating in the early registration period is that troops and girls will be ready to participate in the nation’s premier financial literacy and entrepreneurial program, the Girl Scout Cookie Program. Each troop/group simply recruits and registers a volunteer to be the Troop/Group Cookie Manager during the registration process. All troops/groups registered at the time of the Cookie Program must participate in the Cookie Program prior to conducting any additional troop/group money earning activities. Please note that approval of any additional money earning opportunities throughout the year must be approved by your Membership and Community Development Specialist.

This year you are receiving an envelope that includes a packet of instructions and materials for you as the SU Registrar and a sample of the materials that have been included in the Troop/Group Leader packet. There are changes from last year so be sure to review both packets prior to your planned distribution day.

#### **Step 1 – Registration Packets (Early Bird)**

Upon receipt of the registration packets for your Service Unit, check to make sure there are packets for all currently registered troops. If you need additional packets or forms, contact the Volunteer Resource Center by phone at 410.358.9711 or email [vrc@gscm.org](mailto:vrc@gscm.org) for assistance.

#### **NEW THIS YEAR:**

GSUSA preprinted forms reflects girls and adults registered through January 31, 2009. For your convenience we had printed a roster of girls registered through March 15, 2010 for easy reference in determining which girls need to complete registration forms.

A material list has been enclosed for your convenience.

## Step 2 – Timeline

Early Bird registration occurs between April 1 and June 30 of each year. Registrations are accepted year around, but those received by Girl Scouts of Central Maryland after June 30 are not eligible for Early Bird incentives. Discuss deadlines with your Membership and Community Development Specialist and your Service Team so that you can set a deadline for your leaders that will allow you to submit by June 30. We suggest that you give yourself a couple of weeks to review, process and submit the forms. Consider the size of your Service Unit when setting your deadline.

For new troops or those not participating in Early Bird, the registration process must be completed before Cookie Program materials can be released to a troop. Training for the Cookie Program and distribution of materials starts in September, more information and the calendar will be available on our web site. Troops who register later in October or November can and should be encouraged to participate in Cookie Booth Sales.

## Step 3 - Distribution of Packets and Troop Leader Training

Upon receipt and review of packets, set up a time to meet with your leaders to explain the process and to give them instructions specific to your Service Unit. This can often be accomplished at a Service Unit meeting. Examples of instructions specific to your Service Unit include, your deadline, where you want them to deliver the completed paperwork (another meeting, your home, etc), and any other details that will make your life easier. Make arrangements with those leaders not in attendance to pick up their packets from you and receive their training.

## Step 4 – Receive the Completed Forms from Troops

As the completed forms are submitted to you, verify each for accuracy and completeness. Retain your copies of all forms received. A reliable filing system or spreadsheet/database will make your job much easier.

### NEW THIS YEAR:

1. On the girl registration form, e-mail addresses for girls 13 and up **only** can be collected. Otherwise use parent/custodial e-mail address
2. Girl participation is now indicated by Pathways. When registering Juliettes, individual girl members not in a troop, choose the Pathway that best matches her interest in participation. i.e. if a girl joins to attend camp, mark the Camp Pathway. If she plans to attend GS411 programs, mark Events. If you unsure of her participation Pathway leave t blank.

### Items to look for on all registration forms:

1. Make sure all registration forms for girls and adults are legible and filled out completely. All forms must be signed.
2. Pay close attention to the diversity data. The goal of Girl Scouts of Central Maryland is to ensure that our membership is reflective of the diversity of our region and that membership is extended to all girls. Accurate reporting is vital in achieving this goal.
3. One check is submitted from the troop for all registration and SHARE fees. Registration fees cannot be charged to a credit card. **Only SHARE contributions may be charged. When using a credit card for a SHARE donation, donors must now include the three digit security code as it**

**appears on the back of the credit card. This should be put in the section marked CW#.** SHARE donation checks made out to Girl Scouts of Central Maryland should be submitted promptly.

4. A Dues Summary form is included with each batch of registrations. Make sure the number of registration forms is equal to the number of girls and adults you have noted on the Dues Summary. Also make sure the money submitted is accurate.
5. Be sure each troop has registered a Troop Leader and Troop Cookie Manager.
6. Each Troop/Group registration must include a completed Troop Roster. Troop/Group rosters should reflect members registering at that time. The troop/Group should retain the pink copy of the roster and the remaining two copies should be sent to the Council office with the registration forms.

#### **Specifically for Girl Registration forms:**

1. Information is updated as needed if using a preprinted form in the appropriate space. This includes grade level and school (if the girl is changing schools.)
2. Parental and/or legal guardian information and custodial information is complete.
3. Emergency contact information is provided and should be someone other than the parents or legal guardians. (Parents or legal guardians are always called first in case of an emergency).
4. The form is signed.

Remember to mark Pathway participation area. If you have question, please refer to page three NEW THIS YEAR.

#### **Specifically for Adult Forms:**

1. Information is updated as needed if using a preprinted form.
2. All Position Codes that apply to the volunteer are marked. This will ensure that volunteers receive information relevant to all the positions held in Girl Scouting.
3. For a graduating high school senior member of Girl Scouts of Central Maryland who is registering for the first time as an adult, Girl Scouts of Central Maryland will pay the \$12.00 membership fee or apply it towards her Lifetime Membership if she registers by the September 1st immediately following graduation.
4. Lifetime Membership is available to adults and graduating high school seniors. For adults, the lifetime membership fee is \$300.00. For graduating high school seniors who apply by September 1, the fee is \$156.00 (after application of the \$12.00 from Girl Scouts of Central Maryland.)

The Lifetime Membership should be handled as a separate registration and have their own Dues Summary and bank deposit. They should not be included in the total troop/group registration. This will help the Council process them in a timely fashion. The Lifetime member form can be found on the GSUSA website and can be downloaded for your convenience

#### **For New Troops:**

1. Request a troop number from your Membership and Community Development Specialist.

## **Dues Summary:**

1. A Dues Summary form must be completed for each batch of registrations a troop submits. Make sure the number of registration forms submitted by the troop is equal to the number of girls and adults noted on the Dues Summary form. Also make sure the money submitted is accurate.
2. Additional girls and adults can be added at any time by submitting their registration forms along with another Dues Summary form.
3. Check that all information is provided.

## **Step 5 – Money Matters**

1. Each troop should submit a troop check to cover the registration fees and any SHARE contributions. Urge leaders to deposit parents' checks immediately upon receipt into their troop account.
2. After verifying the check amount with the total listed on the Dues Summary form, issue a receipt from your receipt book. Return the white copy to the troop leader, write the receipt number on the top of the Dues Summary form and attach the yellow copy. Keep the pink copy of the receipt for your records. Note: if you are need of a receipt contact your Membership and Community Development Specialist.
3. Fill out a bank deposit slip for each troop. Put the date, Service Unit number and troop number on the deposit slip. Make sure you are using the Membership Deposit slip and not a Cookie Program deposit slip.
4. In the appropriate location on the deposit ticket record the membership total, the SHARE total and the Service Unit and troop numbers.
5. At the bank, have all four copies of the deposit slip validated.
6. The white copy of the deposit slip will remain at the bank. Attach the canary and pink copies to the appropriate membership registration forms and Dues Summary form and submit it to your Membership and Community Development Specialist. Keep the goldenrod copy for your records.

**Reminder to qualify for Early Bird recognition all registrations must be in the Council office by June 30.**

## **STEP 6– Service Unit Registration Batch Forms (NEW Form 03-423)**

Each completed Troop/Group Registration Packet will have cash/checks OR a deposit slip included. If you receive cash and checks you will need to make an individual deposit for each troop/group. Once you have a deposit slip for each troop/group complete the Service Unit Registration Batch form and place on top the stack of registration packets. The packets will go to your Membership and Community Development Specialist or turn into the Council office.

This is a required form and must include:

- Troop Number
- Number of Girls
- Number of Adults
- Membership Registration Amount
- Share Amount
- Total Cash/Checks Amount Received
- Total of Share via credit card or pledge

Be sure totals reconcile and match bank deposit. Credit cards and pledges will not be included.

### **Step 7 – Follow Up**

If a troop does not submit registration forms by your deadline, contact the troop leader. Remind her that she can add girls and adults at any time in case she has been waiting for everyone to turn in their forms.

### **Step 8 – Maintaining Records**

Maintain a file of Service Unit registration forms, rosters and membership reports. You will receive periodic membership reports from your Membership and Community Development Specialist to allow you to check your records against those of Girl Scouts of Central Maryland. Be prepared to share registration information with Service Unit Team members as requested. If you have questions about who should have access to this information, talk with your Service Unit Manager or Membership Specialist.

### **Step 9 – Transfers/Changes**

Transfers or change of information for registered girls and adults can be submitted by completing the *Change of Member Information* form (for individual records) or the *Creating a New Troop/Group from Currently Registered Members* form (when moving several girls/adults from one troop to another. Submit these forms to your Membership and Community Development Specialist or to the Girl Scouts of Central Maryland Registrar.

Enclosure: Early Bird Materials Distribution Sheet