

2013-14 Troop Registration Form Instructions

Membership registration forms are available on-line at www.gshom.org

Membership Registration Summary

A Membership Registration summary should accompany all girl and adult registration forms.

Group Information

Enter your five-digit troop number on all paperwork. The first digit designates your region.
 Regional Center numbers:

Ann Arbor – 4, Jackson – 6, Kalamazoo – 8 or 9, Lansing – 3, Lansing Shiawasee County – 7, Saginaw – 5

SU/Team Area

Enter your Area Number

Council Code

• Our council code is **456**.

New/Re-registering

- New Group are troops that have not registered as a troop before.
- Renewing Members have previously been registered at the current level or have bridged from another level.

Form completed by:

Provide information for the person we would contact if we had questions regarding these registrations.

Check the one term that best describes the primary way these girls are registering

- Group
- Individual/Pathways (Camp, Event, Series, Travel or Virtual)

Duration: (Check one)

Program Frequency: (Check one)

Grade Level

• Check the level that best describes the **majority** of girl registrants in the group.

Meeting Place: (Check one)

Meeting Day, Time and Location (Fill in all)

• If unknown at the time the dues summary is completed, please complete it in on a subsequent dues summary.

Annual Registrations

All checks should be made out to Girl Scouts Heart of Michigan (GSHOM).

- Number of Girl Registrations: Enter the number of girl registration forms attached to the summary and multiply by \$25.
- <u>Number of Adult Registrations</u>: Enter the number of adult registration forms attached to the summary and multiply by \$15.
- Total Amount of Fees: Add the total amount of Girls dues with the total amount of Adult dues.
- **Donations received:** Enter total donations received.
- Other: (Cookie Cash, Cashew Cash, or Gift Card)
- Total amount attached: Enter the total amount of fees plus donations received.

Lifetime Registration

Any adult over 18 years old can register as a Lifetime member.

- Number of Lifetime Adults attached to the summary and multiply by \$375.
- Number of Graduating Ambassadors * attached to the summary and multiply by \$195.
 *Must be a currently registered Girl Scout Ambassador who will be graduating high school or equivalent. Must be submitted by September 1 of the year they graduate.

Payment

- Count the number of times each payment is used, and total the amount of each payment type attached.
- Other Dues Assistance: Specify the number of times it is requested and total the amount.

Dues Assistance Requested: A signed Membership Dues Assistance Request form must accompany each
registration form for every girl requesting dues assistance. (Adults are not eligible for membership dues assistance.
If membership dues assistance is needed for an adult in your troop, please consider using troop funds,
sponsorships, area sponsorships, or see your membership specialist for other ideas)

Example: You have eight girls and two adults registering at this time. You have \$20 in contributions and one girl is requesting membership dues assistance (parents were able to pay \$10 and are asking for \$10 in dues assistance). Attach Membership Dues Assistance form filled out and signed by a parent.

Payment Information can be found on Adult and Girl forms (right hand column)

Annual Registrations:

Total amount of fees	\$ <u>230.00</u>
Donations received	\$20.00
Other	\$
Total Amount Due	\$ _250.00

Cash:	#_3	\$ <u>50</u>		_		Check(s):	#7	\$ <u>190</u>
Amex	#	\$		_		Discover:	#	\$
Visa	#	\$		_		Mastercard:	#	\$
Dues Assistance Requested: #_1_ \$_10								
Other	Specify						#	\$

Girl and Adult Registration Forms

Check one: New Member or Reregistering (registered last year)

Contact Information/Girl Information

- Adults should fill out this information completely, making sure they don't miss anything. Please write legibly.
- Cell Phone/E-Mail: Include a cell phone/e-mail address if you have one. We only collect personal cell phone/emails for girls 13 or over. If girl is under 13, please enter a parent email for girl. You will receive e-mails from GSHOM regarding updates, program, camp, and other topics. GSHOM will not sell your email address. An email is also needed for Online Registration.

Demographics

• Girl "School Grade" will be the grade she is in for the Fall of 2013.

Number of Years in Girl Scouting (Help us update our database by providing this information)

- For Adults:
 - Number of years in Girl Scouting as a Girl _____ Volunteer _____ (after October 1, 2013 add one year.)
- For Girls:
 - Number of years as Girl Scout: _____ (after October 1, 2013 add one year)

Racial/Ethnic Information-Demographic Information

• For details see "Racial Ethnic Reporting for the 2014 Membership Year".

Parent/Guardian 1 and 2

• If address is the same as the girl's, write "same". Please include Email addresses if available.

Participation

• Adults should list all the troops they are connected with across from the position code they hold with that troop.

Media Permission

- Permission is **granted** unless the "I wish to opt out at this time" is checked.
- Parent/Guardian must sign forms giving permission for girl membership.

Right Column on form

Fill out with Participation information, Family Partnership Donation and Payment Information