girl scouts
heart of michigan

2012 Troop Registration Form Instructions

Membership registration forms are available on-line at WWW.GSHOM.ORG

Membership Dues Summary

A dues 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

New/Re-registering

- New troops are those troops that have not registered as a troop before.
- Re-registering troops have previously been registered at the current level or have bridged from another level.

Duration: (Check one)

Program: (Check one)

Grade Level

- Troops may be multi level. Mark the grade levels that represents the girls who are registering now.

Place: (Check one)

Location

- Fill in day, time and meeting location.
- If unknown at the time the dues summary is completed, please complete it in on a subsequent dues summary.

Dues

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 dues summary.
- **Number of Adult Registrations:** Enter the number of adult registration forms attached to the dues summary.
- **Total Number:** Add the number of girl and adult registration forms attached to the dues summary.
- **Total Amount of Dues:** Total numbers of registration forms multiplied by $20.
- **Donations received:** Enter total donations received.
- **Other monies:** (Cookie Cash or Gift Certificate)
- **Total amount due:** Enter the total amount of dues plus donations received.

Payment

- **Enter method of payment. Total Cash, checks, credit cards, cookie cash, and amount of dues assistance requested. The total of payments should match "Total amount due"**
- **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)

Lifetime Registration: Any adult over 18 years old can register as a Lifetime member. The price is $300.00 and can be purchased at anytime during the year. A Lifetime membership for a Graduating Senior can only be purchased in their Senior Year of High School and before the end of that current Girl Scout membership Year. (Before September 1, 2012) The price of this one time opportunity is just $156.00.

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.

Annual Registrations:

Number of Girls	8	($20 each)
Number of Adults	2	($20 each)
Total Number	10	

Total amount of dues	$ 200.00
Donations received	$ 20.00
Other monies	$_____
Total Amount due	$ 220.00

#	$ 50	Cash	#	$	Cookie Cash
#	$ 160	Checks	#	$	Discover
#	$	Visa	#	$	Other
#	$	Mastercard	#	$ 10	Dues Assistance Req.

Completed by:

- Enter the Leader/Advisor or staff information.
- If the leader's form is not with the summary form, enter the troop number of the troop they registered and paid their dues with: "Membership paid with troop _ _ _ _ _ "
- If the leader is a Lifetime Member add "LTM"

Girl and Adult Registration Forms

Check one: New Member (never been registered as a girl scout) or Reregistering

Contact Information/Girl Information

- Adults should fill out this information completely making sure they don't miss anything. Please write legibly.
- **E-Mail**: Include an e-mail address if you have one. You will receive e-mails from GSHOM regarding updates, program, camp, and other topics. GSHOM will not sell your email address**.**

Demographics

- **Girl "School Grade" will be the grade she is in for the 2011-12 school year.**

Number of Years in Girl Scouting (IMPORTANT CHANGE)

- **For Adults:**
  - **Number of years in Girl Scouting as a Girl ____ Volunteer _____ (completed years)**
- **For Girls:**
  - **Number of years as Girl Scout: _____ (completed years)**

Racial/Ethnic Information-Demographic Information

- For details see "Racial Ethnic Reporting for the 2012 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.

Permission/Acceptance

- An adult's signature is required on girl and adult forms.

Lifetime

- **Complete if purchasing a Lifetime membership.**

Payment/Donation

- Family Partnership contributions can be entered here. Please do not cross this section out. All families should have the opportunity to participate in this program.