

GIRL SCOUTS SAN MARINO SERVICE UNIT 2011-12 REGISTRATION INSTRUCTIONS

Please READ through the registration materials before distribution to your troop!

REGISTRATION FORMS

1. Our Service Unit No. is **418**.
2. Whenever possible, please use the **Girl Scout Registration Forms** – they are in triplicate and will save you photocopy costs.
3. Please make sure all forms are **filled out completely** (Girl Forms must have an **Emergency Contact**) and **signed by a parent/adult**.
4. Please encourage the parents to complete the **diversity section** on the Adult Registration forms as well as on the Girl Registration forms.
5. All Adults providing supervision or driving for any Girl Scout event must be registered. Registration = Insurance!

“LADYBUG” FORM

1. Our Council Region is **Southeast**.
2. Official Troop Numbers are **5 digits** and **MUST** end in a **“1”** (Example: Troop 901 would be entered as “00901”).
3. Please list **only paying** members on the form. If an adult is registered with another troop or is a Lifetime Member, please do not list them on your Ladybug form. The form will automatically calculate a \$12 fee for that adult.
4. Must be **signed by the “01” leader** (Section E) and submitted (2 copies) every time registrations are submitted.
5. Must be done **on the computer** – the form will automatically calculate all fees for you. All handwritten forms will be returned to the Troop Registrar.
6. **Alphabetize** all Girls and Adults on the form.
7. Please complete the **Racial Codes** section – it helps in obtaining grants.
8. If you have more than 18 girls and 7 adults, complete **multiple forms**.
 - Complete Sections D & E on the first form
 - Sign the first form
 - Write on each page “Page 1 of __,” Page 2 of __,” etc.
 - In subsequent pages, write “See Page 1” in Sections D & E
 - Attach troop check or note Debit / Gift Card numbers
 - All Sections must be completed:
 - A – Council Region / Svc. Unit / Troop # / New Troop / Re-Registration / Addition / GS Level

- B – Girl Registrations (alpha order) & Adult Registrations (alpha order)
 - C – Totals – Don't forget to sign if you are using a Debit Card
 - D – Meeting Place
 - E – Troop Leader Information – Don't forget to sign
9. Once your Ladybug is completed, your total troop debit amount should exactly match the amount of checks / cash you deposit into your troop checking account.

LIFETIME MEMBERS

1. Lifetime Members do not need to submit a Registration Form unless they are updating their information.
2. Lifetime Members that are updating their information are entered as the last adult in the Adult section on the Ladybug and are handwritten in. Because the Ladybug automatically calculates fees, an additional charge will be calculated if you type this member into your form. There is no fee to update personal information.
3. New Lifetime Membership Registration Forms and checks should be sent directly to Karina Aguiniga (GSGLA, 9525 Monte Vista Avenue, Montclair, CA 91763).

FINANCIAL AID FORMS

If you have a Girl who may qualify for Financial Aid (registration fee and pin), forms are available (please contact Dawn Miller for the forms) and may be mailed directly to Susie Lang (GSGLA, 101 E. Wheeler Avenue, Arcadia, CA 91006).

FAMILY PARTNERSHIP

1. Any Girl contributing \$25 or more will receive a patch.
2. The 10% of Family Partnership that is returned to the Troop is in the form of a Gift Card (total Troop contributions must be over \$100).
3. Service Units receive additional incentives for each Girl that contributes.

ANNUAL FINANCE REPORT

Troop Annual Finance Reports are due with your Registration Forms. However, please do not hold up your registration paperwork because your financial report is not completed. You may turn in your financial report at a later date directly to Aleta McMurray (GSGLA, 101 E. Wheeler Avenue, Arcadia, CA 91006).

HOW DO YOU REGISTER YOUR TROOP?

All registration materials may be mailed or delivered to Dawn Miller (1717 Outpost Lane, Pasadena, CA 91107). If you want confirmation that your packet was received, please e-mail (dawn@swebs.com) me that it is coming and I will reply when I receive it. Thank you!

REGISTRATION MATERIAL CHECKLIST:

TO BE RETURNED for REGISTRATION

- Registration Forms for each Girl and Adult – 2 copies of each.
- Ladybug Form(s) – 2 copies – MUST BE COMPLETED ON THE COMPUTER – NO HANDWRITTEN FORMS ACCEPTED.
- Payment
 - Debit Card info (PREFERRED METHOD OF PAYMENT)
 - Troop check – NO PERSONAL CHECKS ACCEPTED
 - Gift Card info

LEADER to RETAIN

- FALL PRODUCT AND 2012 COOKIE PROGRAMS - Parent/Guardian Permission & Responsibility Agreement form for each girl.
- Health History & Automobile Information form for each girl.

LOOKING AHEAD

- Online Registration – It is Council's goal to have Online Registration for 2012-13.
- Troop Debit Card - if you don't have one now, it would be a good idea to get one soon - this will be the preferred method of payment for Girl Scouts.