

Suggestion for Leaders: make copies of these Instructions and hand out with registration forms

Registration Instructions **For Girl Scout Families and Volunteers**

Girl Registration (If you have a pre-printed form some of the information will be entered for you – just make any changes necessary)

You will be filling in the White section – the green section is for the leader/advisor to fill in

- Either check "Reregistering" and enter GSUSA ID# (if known) or New Registration (for first time registrations)
- Fill in Girls Basic Information (Name and Address, Phone and Email)
- Enter Date of Birth, Grade in School, School Name and Number of Years in Girl Scouts
- Check Custody Information
- Mothers (Guardian) Basic Information (Name, Address – if different from girl, Employer, Occupation, Phone numbers)
- Fathers (Guardian) Basic Information (Name, Address – if different from girl, Employer, Occupation, Phone numbers)
- Emergency Contact (other than parents/guardians) Name and phone numbers.
- Parents/Guardians Signatures
- Racial Information (check as many as apply)
- Ethnic Background (check one)
- Contribution Information – If your family desires to make a contribution to help girls in the Girl Scouts of NOARK Council to grow strong, this is where you can indicate the amount and how you would like to make the contribution. If you make a contribution by check attach it to the form and return it to your troop leader/advisor.

Return the registration form and the \$10 annual membership dues to your leader/advisor

Adult Registration (If you have a pre-printed form some of the information will be entered for you – just make any changes necessary)

You will be filling in the White section – the blue section is for the leader/advisor to fill in

- Either check "Reregistering" and enter GSUSA ID# (if known) or New Registration (for first time registrations)
- Enter the proper position code(s) and troop number to indicate how you will be serving in a volunteer capacity. You can list up to four position codes and associated troop numbers.
Example: (1) If you are a parent that will be involved in troop meetings and working with the girls but are not a leader or assistant leader – enter **03** Troop Committee Member and the troop number you will be involved with.
(2) If you are a parent that is registering to support Girl Scouting and may occasionally attend a function/meeting with your daughter but will not be actively working with the girls in the troop enter **14** Member (Not Active) and the troop number.
(3) If I had two daughters and I was an assistant leader in my youngest daughters troop, active in my older daughters troop, and a Service Unit Registrar I would list the following: **02** 00045 **03** 00109 **11** 00000 in the appropriate spots.
- Check your title
- Fill in your basic information (Name and Address, Phone(s) and Email)
- Fill in your Employer and Occupation and Business Telephone Number
- Indicate Number of Years in Girl Scouts separated in to years as a girl, and years as an adult.
- Enter your signature and date.
- *This next section is if you wish to become a lifetime member – if you do not want to become a lifetime member at this time please skip this section. - if you do please read the section and check the appropriate statement. If you are registering as a lifetime member please do not return this form to your leader/advisor. Attach the appropriate fee and when form is completed mail to Girl Scouts of NOARK Council, Attn: Registrar – Lifetime Membership, 2080 E. Joyce Blvd., Fayetteville, AR 72703 as soon as possible.*
- Racial Information (check as many as apply)
- Ethnic Background (check one)
- Check appropriate personal information (sex, age, education)
- Contribution Information – If you desire to make a contribution to help girls in the Girl Scouts of NOARK Council to grow strong, this is where you can indicate the amount and how you would like to make the contribution. If you make a contribution by check attach it to the form and return it to the appropriate person.

Return the registration form and the \$10 annual membership dues to your leader/advisor

If you are becoming a lifetime member return to

Girl Scouts of NOARK Council, Attn: Registrar – Lifetime Membership, 2080 E. Joyce Blvd., Fayetteville, AR 72703