

Registration Instructions

For Leaders/Advisors

General Instructions:

- When you receive your packet for Early Bird Registrations please look through the information enclosed. **Note the information on the Early Bird Patch and Program**, and the deadlines from both the Council and your Service Unit Registrar.
- You may not have pre-printed forms on all of the members of your troop. Blank forms have been enclosed for those members whose forms were not pre-printed. If you did not receive enough forms, they will be available at your Service Unit Meeting, from your Membership Specialist, at the Program/Service Center nearest you, or by calling the Council Registrar at (479) 695-1835.
- When you have gathered the girl and adult registration forms and are ready to submit the forms to your Service Unit Registrar, you will need to complete the Membership Dues Summary Form. Remember, when you add girls or adults to your troop (even if you are only registering one more person) you will need to fill out a Membership Dues Summary Form to submit the registration forms to the Service Unit Registrar.

Membership Dues Summary Form

- Please fill in the appropriate year in the "through 9/30/ ____" section.
- Council Code is **504**
- Troop Number (Check New if you are a brand new troop, Reregistering if you are reregistering as a troop for the new year)
- Report Code (This is the 3 digit code that indicates your Service Unit).
- Registration Area (This is the 3 digit code that indicates your Registration Area sometimes known as your Association Number)
- Check the term that best describes your troop/group.
Example: If you are a troop with all girls in the same *age level* (Daisy, Brownie, Junior, STUDIO 2B) then choose troop.
If you are a group with girls that are in different *age levels* (You have some Daisies and some Brownies) you would mark Interest Group.
If you are submitting registrations for girls that are going "Independent" you would mark Individual and the Troop Number would be 00000.
(Remember you must submit separate Membership Dues Summary Forms for each troop number, so if the troop is continuing you would submit the girls staying with the troop together under the Troop Number and if a girl is going "independent" or "Juliette" she would be submitted under troop #00000)
- Check the Program Duration of your troop/group. If you meet all year or during the "school year" you would check the 8-12 months category. *The other categories apply to girls that are registering for a "Scouting in the School" program, a Day Camp, Resident Camp or other ways to participate in Girl Scouting.*
- Program Frequency – Check how often your troop/group meets.
- Grade Level – Check the grade level of your troop. If you are a Group – check the grade levels represented in your group.
- Type of meeting place – Select the one that closest fits your meeting place.
- Meeting day, time and location – ***This information is VERY important - please fill it in completely. If you are registering early and don't have this information yet, please make a copy of this form and as soon as you know, fill it in and mail it to the Council Registrar.***
- Number of Girl Registrations attached
- Number of Adult Registrations attached
- Total registrations at \$10 (This is the total number of registrations attached, girls and adults added together)
- Total amount of dues attached \$ (This is the total number of registrations x \$10) (*Attach payment and/or scholarship forms to total this amount*)
- Contributions received \$ (This is the dollar amount of any contributions received from families/volunteers for Girl Scouts of NOARK Council – this amount will be found on the girl/adult forms in the appropriate section)
- Other \$ - leave blank
- Total \$ - Total all of the dollar amounts above
- Position: Check Volunteer Leader/Adviser
- Enter your Name, Address, Telephone Number and GSUSA ID#
- Attach all fees, scholarship forms, girl and adult registrations and turn into your **Service Unit Registrar**.

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Registration Instructions For Leaders/Advisors

Girl Registration

- The parent(s) should fill in the white section of the registration form and return to you with the membership dues and any contribution they wish to make to Girl Scouts of NOARK Council. **Any contribution goes directly to NOARK.**
- Please fill in the appropriate year in the "through 9/30/ ____" section.
- Check the form to see that everything has been filled out completely and that the parent(s) signature is on the form
- In the green section of the form you will notice the VS Category #1 spot – this is to be checked only if the racial background information was left blank by the parent(s). You then make a Visual Assessment of the girl's racial background check the appropriate racial background(s) and you place a check in the VS Category #1 spot indicating that you made the visual assessment.
- The VS Category #2 spot – this is to be checked only if the ethnic background information was left blank by the parent(s). You then make a Visual Assessment of the girl's ethnic background and check the appropriate ethnic background box and you place a check in the VS Category #2 spot indication that you made the visual assessment.
- Council Code is **504**
- **Troop Number MUST be on each form**
- Report Code (This is the 3 digit code that indicates your Service Unit). If you do not know this number you can ask either your Service Unit Chair, Membership Specialist or call the Council Registrar at (479) 695-1835.
- Registration Area (This is the 3 digit code that indicates your Registration Area sometimes known as your Association Number) If you do not know this number you can ask either your Service Unit Chair, Membership Specialist or call the Council Registrar at (479) 695-1835.
- There are also only two copies of the registration forms this year. **BOTH forms MUST be turned in with the appropriate Dues Summaries to the Service Unit Registrar.** We have provided a half sheet form that your parents can fill out with the main information you need to keep on your girls as well as voluntary information on allergies, dietary restrictions, or other health related issues. This is an optional form. It would be one way for you to keep the information you would need on your girls, you may also make a copy of the registration form for your records if you wish, or simply create a handwritten or computerized roster of the pertinent information on your girls.

Adult Registration

- The White section of the form should be filled out by the adults in your troop and returned to you with the membership dues and any contribution they wish to make to Girl Scouts of NOARK Council. **Any contribution goes directly to NOARK.**
- Please fill in the appropriate year in the "through 9/30/ ____" section.
- Check the form to see that everything has been filled out completely and that the signature is on the form
- If they have not indicated their position code please enter the appropriate code and the troop number.
- **Lifetime Membership** *If they have checked that they wish to be a lifetime member you should **NOT** have received the form and fee. Please forward the form and fee as soon as possible to Girl Scouts of NOARK Council, Attn: Registrar – Lifetime Membership, 2080 E. Joyce Blvd., Fayetteville, AR 72703.*
- In the blue section of the form you will notice the VS Category #1 spot – this is to be checked only if the racial background information was left blank by the adult. You then make a Visual Assessment of the adult's racial background check the appropriate racial background(s) and you place a check in the VS Category #1 spot indicating that you made the visual assessment.
- The VS Category #2 spot – this is to be checked only if the ethnic background information was left blank by the adult. You then make a Visual Assessment of the adult's ethnic background and check the appropriate ethnic background box and you place a check in the VS Category #2 spot indication that you made the visual assessment.
- Council Code is **504**
- **Troop Number MUST be on each form**
- Report Code (This is the 3 digit code that indicates your Service Unit). If you do not know this number you can ask either your Service Unit Chair, Membership Specialist or call the Council Registrar at (479) 695-1835.
- Registration Area (This is a 3 digit sometimes known as your Association Number) If you do not know this number you can ask either your Service Unit Chair, Membership Specialist or call the Council Registrar at (479) 695-1835.
- There are also only two copies of the registration forms this year. **BOTH forms MUST be turned in with the appropriate Dues Summaries to the Council Office.** You may make a copy of the registration form for your records if you wish, or simply create a handwritten or computerized roster of the pertinent information on your adults.