

Position Manual: Service Unit Registrar

Thank you for your time, dedication, and commitment to Girl Scouting. Your efforts within the Service Unit benefit not only the girls in your area, but your community as a whole. Your work allows girls the opportunity to enjoy a wonderful experience. The staff at Girl Scouts of Utah (GSU) appreciates you!

As a volunteer for Girl Scouts of Utah, you will have access to adult and girl member personal information. You are responsible for safeguarding this information. It should not be shared or used for any purpose that is not related to your volunteer duties. Because the primary concern at Girl Scouts is the health and safety of the girls and adults we serve, the release and distribution of any Girl Scout membership list to a Girl Scout council or non-Girl Scout entity, or release of any data or information on Girl Scout members, is prohibited except upon approval by Girl Scouts of the United States of America.

This position manual will prepare you to collect troop registrations for your Service Unit and check them for accuracy. If you have questions as you read through the processes, contact us. When you complete the process, you may submit the forms and paperwork to one of the GSU council offices by mail or in person. Please be aware that office hours vary by service center.

Staff support:

Position	Name	Phone Ext.	Email
Membership Registration:			
Council Registrar	Jennie Lyons	45	jlyons@gsutah.org
Juliette Placement and Process:			
Juliette Coordinator	Mindy Harmon	67	mharmon@gsutah.org
Appointment Letter and Criminal Background Check Clarification:			
Systems Support Coordinator	Yasmin Romney	29	yromney@gsutah.org
Training Clarifications:			
Education Manager	Gloria Bircher	34	gbircher@gsutah.org
Overall Assistance:			
Girl Services Director (GSD)			

Space provided to place the name of the GSD who handles your area.

Membership Information

GSU welcomes girls regardless of race, color, ethnicity, creed, national origin, or socioeconomic status. Membership as a Girl Scout is granted to any girl who has made the Girl Scout Promise and accepted the Girl Scout Law, paid annual membership dues, and met the following applicable membership standards:

Girl Scout Daisies	Grades Kindergarten–1
Girl Scout Brownies	Grades 2–3

Girl Scout Juniors	Grades 4–5
Girl Scout Cadettes	Grades 6–8
Girl Scout Seniors	Grades 9–10
Girl Scout Ambassadors	Grades 11–12

Girl Scout membership standards provide flexibility when placing girls in a program age level. The needs of the girl should be the primary consideration when deciding her Girl Scout age level. Her maturity, interests, and peer identification should determine whether she is grouped with older or younger girls. Parents/guardians, troop leaders, and the girl should all be involved in the placement decision.

Ways to Be a Girl Scout

Girls can belong as a Juliette or as a member of a traditional troop. Girl Scouts offers a variety of pathways for girls and adults. Girls have the freedom to choose from Events, Series, Travel, Camp and Virtual Pathways. Adults can volunteer/assist as a one-time opportunity, work with fellow adults, participate at events, or facilitate in a troop setting.

Girls Registered in a Girl Scout Troop/Group

Girls from one age level are considered a troop. Girls from one or more age levels can be organized into a group. The troop/group meets on a regular schedule under the guidance of trained troop leaders. Leaders with input as needed from girls and parents will determine dues, frequency of meetings, time of meetings, and the meeting place. A troop/group must include a minimum of five girls and two adults.

One primary leader (01) must be trained prior to organizing (registering) a troop. At least one additional leader (02) must be trained within 60 days of troop start-up (the date the troop receives a troop number at the time of registration/re-registration). Leaders must be at least 18 years of age. The Assistant Troop leader may be female or male not related to the other adults. The Service Unit Registrar needs to inform her/his Girl Services Director of troop status or any pertinent situations. (See the *Volunteer Resource Guide* policy for more information.)

Who are Juliettes?

Juliettes are Girl Scouts of all grade levels who are not affiliated with a troop. Working with a parent or other caring adult, Juliettes create their own unique Girl Scout experience, charting their own course that may lead them to camp, Journeys, badge work, cookies, service, leadership, and so much more.

What support do the Juliettes have from our council?

GSU provides a Coordinator. She sends welcome packets to all new Juliettes introducing them to their options as a Girl Scout Juliette. She offers some programs/activities exclusively for Juliettes. She sends the GS Weekly to them and manages a Juliette blog.

What is the Service Unit role with the Juliettes?

The SUD and/or Registrar should stay in contact with all of the Juliettes in your service unit and find out if they want to continue as a Juliette or if they would really prefer to be in a troop.

If they want to continue as a Juliette:

- Make sure they are invited to all service unit events including day camp.

If they want to join a troop:

- Work with the troops in your service unit to find placement for them.

Lifetime Membership

By making the Lifetime Membership commitment, an adult supports the Lifetime Membership Endowment Fund, which is used to develop and extend Girl Scout membership to all girls. A special Lifetime Membership is offered at a reduced cost to girls who are registered Girl Scout Seniors at the time of their high school graduation, provided they apply for Lifetime Membership before their current annual membership expires. Lifetime Membership is available only to adults 18 years of age and older.

Adults in Girl Scouting: Membership and Volunteering

Membership as a Girl Scout adult is granted to any person 18 years of age or older or a high school graduate or equivalent who accepts the principles and beliefs of the Girl Scout Program and pays annual membership dues.

Girl Scouts value diversity and inclusiveness and, therefore, do not discriminate on any basis. Every volunteer and staff position in Girl Scouting is open to qualified women, as well as men. Because we believe that female role models are especially important to young girls during their developing years, men working directly with girls must serve as co-leaders with women leaders of troops or groups.

An application process exists for all adult positions in Girl Scouting. Candidates need to file, complete and submit a volunteer application and pay the annual GSUSA membership fee. Any Girl Scout adult who works directly with girls must also authorize GSU to perform and pass a criminal background check.

Membership Year

The membership year established by Girl Scouts of the USA (GSUSA) is October 1 through September 30. All members pay the annual membership dues

regardless of when they register during the membership year. The entire amount is forwarded to GSUSA by GSU for all girls and adults. **Membership dues are not refundable or transferable.**

Every girl and adult who chooses to become a member must pay the yearly membership registration fee. For this fee, GSUSA provides:

- Membership accident insurance.
- Program materials for six age levels.
- Research and staff support to councils.
- An interactive web site for activities and learning.

Insurance

All registered members of Girl Scouts are covered by the Girl Scout Activity Accident Insurance Basic Plan. Up to 13 months of insurance coverage (September–October) is provided for new members who register in September or pre-pay membership dues before September. Tri-fold brochures that outline Girl Scout activity accident insurance and details about members and coverage are included in troop start-up and re-registration packets. Service Unit Registrars should emphasize to leaders that this membership benefit should be explained to parents/guardians.

Recruitment Information

Girl Scouting is for every girl, everywhere. However, “everywhere” doesn't mean that all girls are aware of or have the opportunity to experience the fun and adventure of Girl Scouting. We believe that every girl deserves this opportunity to learn leadership and life skills that will help her achieve her goals.

GSU's goal is to truly reflect the face of Utah and to ensure that every girl who wants to join Girl Scouts has the opportunity to do so. This goal aligns with our long and proud history of diversity and inclusiveness. Our success will be measured not by numbers but by the excitement on the face of every girl who experiences a Girl Scout field trip for the first time, or by the sense of accomplishment a girl feels earning her first badge. Success will also be measured by accomplishments later in life as a result of Girl Scout experiences.

The success of Girl Scouting is due to volunteers. Your unique relationship with girls helps us remain the preeminent organization for girls. Our partnerships allow us to recruit more girls and adult volunteers, develop innovative program activities, raise the needed funds to support the Girl Scout Movement, and share resources with other organizations committed to serving today's youth. We believe this investment will ensure a bright future for our community, country, and every girl, everywhere.

Girl Registration Form

This form is used to register girls in troops/groups, or as Juliettes (individually-registered). Registration forms are also available in Spanish. Contact the Council Registrar for more information.

To verify correctness of the form, follow these steps:

In the top right corner, write the new expiration year. All membership registrations expire on September 30.

Please make sure when parents/guardians complete the form that they **print information neatly** in black or blue ink so it can be easily recognizable for data entry. Have them fill in the "Reregistering" or "New Registration" bubble. Parents should complete the following required fields: girl name; mailing address, including city, state, and zip code; phone number; e-mail address; date of birth, including month, date, and year (04,04,1999; two digits for month, two digits for date, four digits for year); grade in school; and school name. Have them indicate how many years a girl has been in Girl Scouts, as well as whose custodial care she is under. If this is a new registration, the number of years in Girl Scouts is zero (0).

Parent/Guardian Information

When filling out this section of the form, please remember that parent/guardian employment information is optional. This information is used only by the council and is not required by GSUSA to process membership registration. However, this section of the form is extremely important to the council and forms should be as complete as possible.

Emergency Contact Information

Please make certain that the emergency contact information is provided by parents/guardians, it is important that it is accurate and up-to-date. Many times this will be the only way to reach parents/guardians in an emergency. If the girl's parent/guardian is the troop leader, it is advisable that another person (a relative or someone who can make medical decisions for the girl) be listed as the emergency contact.

Parent/Guardian Consent

The signature of a parent/guardian is required. *Safety-Wise* (pages 67-68) states that written permission to join Girl Scouting must be obtained whether a girl is registering with a troop/group or as a Juliette.

Racial Background and Ethnic Background

All Girl Scout councils are responsible for seeing that membership is reflective of the pluralistic nature of their populations and that membership is extended to all

girls in all geographic areas in the council jurisdictions. A girl who meets membership requirements shall not be denied admission or access to the Girl Scout Program because of race, color, ethnicity, creed, national origin, socio-economic status, or disability.

Racial and ethnic information will be utilized by GSUSA to help improve outreach efforts and program materials and advance the Girl Scout Movement. We encourage everyone to participate voluntarily in this survey.

On the **racial background** portion of the form, the parent/guardian needs to select one of the following choices: American Indian or Alaskan Native; Asian; Black or African American; Hawaiian or Pacific Island; White; or Other.

On the **ethnic background** portion of the form, the parent/guardian needs to select either "Hispanic or Latina" or "Not Hispanic or Latina."

Both racial and ethnic background selections need to be completed by the parent/guardian.

The goal is for each member to voluntarily provide this information when completing the form. The following chart can be used to assist parents.

	Racial Background	Ethnic Background
American Indian or Alaskan Native	All persons having origins in the original peoples of North America.	May include persons of the following tribes: Hopi, Navajo, and Apache.
Asian or Pacific Islander	All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa/Tonga.	May or may not include persons of bi-racial descent.
Black	All persons having origins in any of the black racial groups, i.e., African-Americans.	May include persons from Haiti, Dominican Republic, Cuba, and Jamaica.
White	All persons having origins in any Caucasian racial group. This area includes	May include persons from Mexico, Puerto Rico, Cuba, Central or South America,

	India, Arabia, Middle East, Europe, and North America.	Portugal, or other Hispanic Cultures of origin.
Other	All other persons not listed above or persons of bi-racial descent.	Could include persons from Mexico, Puerto Rico, Cuba, Central or South America, Portugal, or other Hispanic cultures of origin.

Girl Scouts of Utah Family Campaign Donations

GSU depends upon financial partnership with families, friends, and the community-at-large to provide basic Girl Scout services. The Girl Scouts of Utah Family Campaign gives everyone the opportunity to support Girl Scouting in Utah. Money raised by this campaign supports the Girl Scout experience and directly impacts girls and volunteers. The involvement of adults is crucial to our success in raising funds for programming that impacts every girl.

There are several components to the Girl Scouts of Utah Family Campaign.

HUGS (Help Us Grow Strong) is one of these components. Administered through registrations, HUGS allows every adult (volunteer or parent) to make a gift to girls in Utah. As you interact with new or re-registering girls, families, and volunteers to discuss registration forms, tell them:

- The significance of fundraising in order to sustain Girl Scouting in Utah.
- 100 percent of donations stay in Utah for girls.
- Donations may be tax deductible since GSU is a non-profit organization.
- Donors can check with employers about matching gift programs to double, or even triple, donations to GSU.

The bottom box of the registration form is where adults may write a donation amount and choose how they would like to make their gifts. A letter and flyer attached to the registration form will provide more information.

Activity credits may not be used for donations to the Girl Scouts of Utah Family Campaign, including HUGS.

If you have any questions, contact the Development and Alumni Relations department.

Reporting Codes and Troop Numbers

The box at the lower right hand corner of the registration form lists council code, troop number, report code, and registration area. You must fill in this information completely and accurately.

VS Category

This box does not need to be completed

Council Code

The three-digit GSU council code is 674.

Troop/Group Number

The Service Unit Registrar will be given a set of troop numbers for assignment. It is the responsibility of the Service Unit Registrar to assign new troops a troop number.

If a girl is re-registering with an existing troop, write the five-digit troop/group number on this line; for example, 00001. If the troop number printed is incorrect or the girl is transferring to another troop, please fill in the line with the most current information.

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If the girl is registering as a Juliette, write “90” and the 3-digit Service Unit Code. For example, Juliettes in the Cache Service Unit use the code 90601.
.....

Report Code

The report code is the three-digit number assigned to each Service Unit. This code enables registration to be tracked within each Service Unit. If the report code is printed incorrectly or a girl is being transferred to another Service Unit, please fill in the most current information.

Registration Area

The registration area is the three-digit number assigned to each of the eight service areas within the council (001 through 008).

Adult Registration Form

Make sure the adult completing the form **prints information neatly** in black or blue ink so it can be easily recognizable for data entry. Have them fill in the “Reregistering” or “New Registration” bubble. Adults should complete the following required fields: girl name; mailing address, including city, state, and zip code; phone number; e-mail address; date of birth, including month, date, and year (04,04,1999; two digits for month, two digits for date, four digits for year); grade in school; and school name. Have them indicate how many years they have participated in Girl Scouts, both as a girl and as an adult. If this is a new registration, the number of years in Girl Scouts is zero (0). **The member’s signature is required.**

To verify correctness of the form, follow these steps:

In the top right corner, write the new expiration year. All membership registrations expire on September 30, with the exception of Lifetime Memberships.

Position Codes

The position codes refer to the primary areas where the adult is serving. Up to five GSUSA position codes/troop numbers may be listed. A complete listing of GSUSA Position Codes is located on the right side of the "Adult Registration" form. **If an adult serves in several positions, the troop leader/advisor code (01) must always be the primary position. Each troop must have only one (01). All other co-leaders, assistant leaders are coded (02).**

Lifetime Membership

The "Adult Registration" form includes a section on becoming a Lifetime Member. Lifetime Membership is a symbol of commitment to the beliefs and principles of the Girl Scout Movement. Lifetime Members receive a permanent membership card, recognition certificate and ongoing Girl Scout Activity Insurance.

By making this commitment, adults support the Lifetime Membership Endowment Fund, which is used to develop and extend Girl Scout membership to all girls.

Information about the cost of a Lifetime Membership is available on the Adult Registration form.

For additional information on completing the adult form, please refer to the information included on the Girl Registration Form previously outlined in this manual.

Membership Dues Summary

The "Membership Dues Summary" form summarizes information from girl and adult registration forms. This form must accompany all troop registrations as well as additions to troops/groups.

- Even if you have only one membership registration form for a troop, complete a "Membership Dues Summary" form.
- A "Membership Dues Summary" form is not required for Juliettes.

To fill out the form, follow these steps:

In the top right corner, write the membership year. All membership registrations for that membership year expire on September 30, with the exception of Lifetime Memberships.

The three-digit council code for GSU is 674.

Troop Number

If the girl/adult is re-registering with an existing troop, write the five-digit troop/group number on this line; for example, 00001. If the troop number printed is incorrect or the girl/adult is transferring to another troop, please fill in the most current information. If the girl/adult is registering as a Juliette, her/his troop number is "90" and the Service Unit code. For example, Juliettes in the Cache Service Unit use the troop number 90601.

New/Reregistering

This section only **applies to troop status**, not to members of the registering troop.

Report Code

The report code is the three-digit number assigned to each Service Unit. This code enables registration to be tracked within the Service Unit. If the report code is printed incorrectly or a girl is being transferred to another Service Unit, please fill in the most current information.

Registration Area

The registration area is the three-digit number assigned to each of the six service areas within the council (001 through 008).

Participation Categories

In addition to a troop/group option, other categories have been added to increase the ways girls can participate in Girl Scouting. When summarizing girls and adults, **only one category may be marked.**

Type of meeting place

This information is required.

Meeting day and location

This information is required. If a troop rotates meeting places, write "rotates" on the line.

Number of Girl Registrations Attached

This section refers to the total number "Girl Registration" forms attached to the "Membership Dues Summary."

Number of Adult Registrations Attached

This line is for the total number of "Adult Registration" forms attached to the "Membership Dues Summary."

Total Registrations at \$12

On this line, add the total *number* (not dollar amount) of girl and adult registration forms. Example: 12 girl forms + 3 adult forms = 15 total forms.

Total Amount of Dues Attached

On this line, enter the total amount of money received (cash, checks, activity credits, and credit cards). Note: Adults *cannot* use activity credits or financial assistance to pay for adult membership dues.

Contributions Received

This line is the dollar amount for any contribution received on the girl and adult registration forms for HUGS.

Other

This line is the dollar amount for other membership registration payment options (activity credits, financial assistance, summer special, or any other promotional offers).

Total

On this line, add "Total Amount of Dues Attached," "Contributions Received," and "Other."

Position

Mark the "Volunteer Leader/Adviser" bubble. Write the name, address, and phone number of the troop/group facilitator in the spaces provided. Leave the ID number space blank.

Remember, for a Service Unit's Juliette group (90xxx, where xxx is the Service Unit number), the Volunteer Leader/Adviser should be the Service Unit Registrar or the Service Unit Director. If a Service Unit does not have volunteers for either of these positions, the Volunteer Leader/Adviser for Juliettes is the staff Girl Services Director.

MEMBERSHIP SCHOLARSHIP APPLICATION

A limited amount of money is available each year to help girls pay GSUSA membership dues. This allows girls to participate in Girl Scouting even if they are unable to pay the full \$12 annual membership dues. If a girl in your troop needs this assistance, please secure permission from the parent/guardian for assistance to be given. Fill out the following information, and submit this form with the membership registration form. Registration assistance is available **only** for girls.

Name of girl _____ New Re-registering Date _____
Troop # _____ Service Unit _____

Amount requested \$ _____
Amount paid by girl \$ _____
Total \$ **12.00** _____

Reason for need: (brief description; i.e., parent is unemployed)

Parent's Signature

Council Staff Signature

GSU 02-0032/Revised 05/08
Available in Spanish

Membership Scholarship Application Assistance Form (GSU form 08-MEM-0031; in Spanish 08-MEM-0031.1)

A limited amount of money is available to help pay girl membership dues. If a girl can't pay the full \$12 registration fee, only a parent/guardian should complete the "Membership Scholarship Application" Form and attach it to the girl's registration. **This form must be signed by the parent or guardian.** When submitted correctly, the "Membership Scholarship Application" form acts like a check. Membership registration assistance is provided only to girls. Girls should pay a portion of the \$12 when possible. This form is also available in Spanish.

Membership Dues and Troop Financial Accountability

The use of a troop receipt booklet is vital to the success of the registration process. Each troop leader **MUST** give a receipt to each girl, parent, or family that pays for membership dues, whether they use cash, money order, check, credit cards, or activity credits. Each person who receives a receipt will have a record of membership payment. When the Service Unit Registrar turns in troop dues to GSU, they *must* also receive a receipt to show that dues were paid. This protects all parties involved and helps make our organization as financially transparent as possible.

Forms Submission Guidelines

1. **Parent/guardian** submits completed girl and/or adult registration form to the troop leader. The troop leader verifies that the forms are completed in full and issues the parent/guardian a troop money receipt for monies received.
2. **The Troop Leader** submits all registration forms and fees (cash, checks, credit card information, activity credits, and membership scholarship forms) to the Service Unit Registrar.
3. **Service Unit Registrar** then continues the paperwork as follows:

- Registrar completes a Membership Dues Summary and assures the monies and other payments add up correctly.
- Registrar issues a hand-written receipt to the troop leader for monies received.
- A copy of the receipt is stapled to the yellow copies of the registration forms and returned to the troop leader for the troop records.
- The SU Registrar keeps the yellow copy of the Membership Dues Summary and attaches the original copy of the monies receipt issued to the troop
- All original copies of the forms with the payments are then forwarded to a GSU Council Office.

If Service Unit does not have an active volunteer Service Unit Registrar, the Girl Services Director for that area acts as the registrar and follows the above steps.

Postmarks and Deadlines

It is a good idea to set aside time each week to deliver or mail Service Unit registration materials to a GSU service center. For example, if you go to your local service center every Thursday, you may want to tell troop leaders in your area that materials must be to you no later than 3:00 p.m. on Tuesday so you have time to process them. Consistency works wonders!

Notification of Troop Registration

Sometimes new or prospective volunteers bring their registration forms directly to a council office instead of delivering them to the Service Unit Registrar. In an effort to provide the best customer service possible, GSU will not send them away. Staff will review the forms, make sure the dues summary report is complete and accurate, and receipt the membership money at the council location.

Membership Data Review and Tracking

In the past, GSU published a report that showed where and how fast council growth was taking place. The CORE database will provide the same information. GSD's will generate specific reports and forward them to the Service Units so information can be shared at Service Unit Meetings.

One of the role's of the registrar is to share information with the entire Service Unit during the monthly meeting. This information will help Service Units know where they are in regard to retention goals and the overall council recruitment goal each month.

Change of Member Information

There are no limits to the number of times a record can be updated. When a member needs to update information, she/he should contact the Service Unit Registrar (preferably by e-mail) with the information that needs to be updated. For example, if a member's address changes, she/he should e-mail the new address along with *all* of the members' names (mother, father, daughter) that needs to be updated. The Service Unit Registrar will then forward that information to the GSD who will update the information.

Girl/Adult Transfers from another Council

On occasion, a girl or adult may transfer to GSU from another council. If she/he registered (paid the membership dues) at the former council for the current membership year, the girl/girls or adult/adults transferring need to complete a new registration form. The troop leader should write on the right side of the registration form "transfer from another council." The registration form should be sent directly to the Service Unit Registrar who will forward it to the Council Registrar.

Filing of Registration Forms by GSU

Legally, GSU must keep all original copies of registration forms with a parent/guardian signature in case there is ever an issue with parental permission or use of photos in publications. These forms are filed by troop/group or individual name at the CRC in the Council Registrar's office for easy accessibility and reference.

Early Re-Registration Campaign

Each year, GSU embarks on an early re-registration campaign and holds an "on time" registration event. This encourages troop leaders who plan to continue in their leadership roles to get their troops registered prior to the new membership year that starts on October 1. During the spring, information regarding the early re-registration campaign is sent to Service Unit Registrars in the spring.

Understanding the Registration Process

GSU has worked diligently to improve our registration process, making it more efficient while keeping the necessary components for proper start-up. There are two major components to the membership registration year: troop/group start-up (for new troops/groups) and re-registration.

Troop Start-up Packets are given to adults interested in facilitating a new troop/group. The steps are outlined below for both components.

New Troop/Group

Girl Scouts of Utah requires all new troop leaders to complete a volunteer appointment process and required training. When a potential adult volunteer inquires about being involved as a troop leader or in a position on the Service

Unit team, that person's information should be shared with the GSD, who will follow up with the potential leader. The GSD and/or the SUD will meet with the adult and gather the proper paperwork. When the background check has cleared, GSU will send a welcome letter to the volunteer, along with a copy to the GSD. The GSD and/or SUD will contact the volunteer and invite her/him to the local Service Unit meetings.

Welcoming Adults to Leadership

In addition to the appointment process, Girl Scout troop leaders need to do the following training:

Part 1: Girl Scout Orientation on-line.

To begin the Online Volunteer Orientation, open a web browser and enter: <http://training.girlscouts.org>. The password is discover.

Part 2: Volunteer Essentials and Troop Module. This workshop is offered in a classroom at one of our Service Centers or through a webinar. You can check the calendar for upcoming trainings by going to www.gsutah.org and clicking on Current Volunteers.

Part 3: After the new troop leader has completed the appointment process and the required training, she/he will receive troop registration materials from the GSD or a Service Team volunteer.

A new troop/group leader should organize and conduct a parents' meeting for girls and adults in the troop. This is a great time to have parents/guardians complete membership registration forms and to request support.

Troops must have at least five girls and one trained leader to start a troop. The second trained leader must be registered with the troop within the first two months of troop start-up.

The Service Unit Registrar should receive the adult and girl registration forms for new troop. The Registrar will collect the troop forms, assign a troop number, complete the "Membership Dues Summary" form, and send all paperwork and dues to GSU. Upon receipt of forms, the Council Registrar will verify and process membership registrations.

Bringing Documentation to GSU

Sometimes a new volunteer brings paperwork directly to a Girl Scout office. Staff will accept the paperwork and process the registration. A notice will **not** be sent to the Service Unit Registrar.

Re-Registration Packets

Each spring, currently registered troops and groups will receive a Re-Registration Packet. This packet includes all the materials needed to continue the Girl Scout experience for the next membership year. Re-registration packets will be delivered to the Service Unit Registrar in early spring. This gives troops a sufficient time to re-register and participate in the council's early re-registration campaign.