

Fall Registration Instructions
Service Unit 10 - 2007 – 2008
Fall Registrations Due October 10, 2007

Please have the following three forms (in duplicate) in a large envelope/folder when registering scouts. Mail or drop off at the address below. Do not take to the GS office:

1. Membership Dues Summary

This summarizes the number of girls/adults registering and the amount of money you are turning in and the form can be found on my doorstep in the blue box or www.girlscoutsofsc.org

2. Girl forms (check or cash paper clipped not stapled please!)

- One check OK for girl and adult registering, paper clipped to girl form
- Family giving: Please enter amount on GIRL form (reminder: this is a tax deduction)
- Make sure each form is signed
- Make sure troop number is included on the form
- Submit 2 copies of each registration (make copies for your files)

3. Adult forms (one check per family OK – attach to girl form)

Please emphasize to your parents to write legibly and do not use initials or abbreviations for schools, streets, employer, etc. Emergency contact should NOT be the parent. Racial/ethnicity: please check as many as apply.

- Submit 2 copies of each registration (make copies for your files)
- Adult Position codes (14 is for a non active adult registration)

4. Checks payable to “Girl Scouts” (please write SU 10/troop number below signature line on each check)

Drop off/questions:

Nancy McCracken 268-2731

mccrfam@aol.com

1491 Medallion Drive (Redmond/Meridian)

Check off:

- 1. Leader is responsible to get registration forms to Service Unit registrar as soon as possible. Leader is liable if an unregistered girl or adult is injured during a Girl Scout event. Please do not hold forms/checks over the summer.
- 2. Make sure all forms are filled out properly and signed.
- 3. Make sure finances balance. Write SU and troop # on each check (i.e. 10/1234)
- 4. Please include a membership summary each time you register a girl or adult.
- 5. Submit 2 copies of each registration and each summary.
- 6. DO NOT send or drop registrations at the GS office.

Note: I do not need copies of troop Tosters this year.☺

Please be THOROUGH and ON TIME, it makes both our jobs easier!!