

Troops who do not participate in spring registration should hold the rosters until fall, when they can be used at that time. The following checklist should be used to assist you in completing the packet correctly:

- Check registration lists and any individual forms submitted to be sure all fields are filled in correctly.**
 - Forms must be legible to assure accurate records

- Corrections to information can be made directly on the roster immediately below the printed information.**
 - All returning members must have an appropriate signature on their respective line.
 - Adults holding more than one troop or SU position should list all positions held along with corresponding troop/SU number.
 - Girls “aging up” to the next level who do not yet have a troop can spring register as Juliettes, but are not guaranteed a troop space. Include a transfer form along with the roster to move a girl into new troop assignment
 - Reregistering girls and adults who are not listed on the rosters will need to complete individual registration forms. Note: registrants/transfers submitted to council during the last few weeks might not appear on the spring rosters.
 - Troops must now be using the full five digit troop number for all records.

- Complete dues summary for roster packet – it is located on the back side of the girl roster.**

- If you are registering a new member (girl or adult) for the first time, you must obtain a signed individual registration form from the adult, parent or guardian.**

- Ensure that total amount of money submitted matches the amount listed on the dues summary.**
 - Total membership dues submitted should be: (# of Girls + # of Adults) X \$12.00.
 - All money collected should be deposited in the troop account and submit a single troop check made payable to Girl Scouts of WNY with the registrations. Cash & credit card also accepted

- Be sure to indicate any additional donations separately on the Membership Dues Summary form**
 - Use the “Donations Received” line in the totals column.
 - Donations may be included in the membership check, please make certain council knows name of individual making contribution

- Submit a troop roster for adults and girls registering at this time**

- Complete all required troop transfer forms and return with registration packet**

Note that the girl patches will be provided to the SU representative when submitting all the registrations.

Adults may purchase their patches for \$1.00 at the council shop.

Registrations entered online after the deadline (May 31st) will not be eligible for spring incentives.