

Registration Checklist for Service Unit Registrars and Troop Leaders

12/10

GIRL FORMS

- Only use a Girl form to register a Girl
- Only one form per Girl
- Each Girl form is signed by a parent or a guardian
 - If not, must have the parent sign.
 - May send original registration to parent with a return envelope OR
 - May initial per their request via a phone conversation
- Emergency contact information is someone other than the parent or guardian
- All fields on the form have been filled in
- All information is legible and readable for data entry purposes by the Council Registrar

ADULT FORMS

- Only use an Adult form to register an Adult
- Only one form per Adult
- List **ALL** position codes for **EVERY** troop an Adult is active with
 - See attachment
- Must have a signature
- If not, may send original registration back to Adult with a return envelope OR
 - May initial per their request via a phone conversation
- All fields on the form have been filled in
- All information is legible and readable for data entry purposes by the Council Registrar
- More than one Adult may be listed as an O1 with a Troop.

DUES SUMMARY

- The number of Girls and Adults is accurately shown on the Dues Summary form
 - Cash, Check and Grant(s) request(s) totals must match the number of registrations
- The name on the Dues Summary is the troop leader **NOT** the person who is filling out the form
 - The troop leader is the designated (O1) for this troop
- The yellow copy of **ALL** forms is to be retained by the Service Unit Registrar
- All original forms go to the Council Registrar
 - This includes: Girl forms, Adult forms, Dues Summary forms, and Grant requests.

For any questions or concerns regarding any of these guidelines, please contact your area council registrar or Kim Kirby, personify manager at KimK@GSEIWI.org or call 309.788.0833 x311.