

Service Unit Registrar Position Orientation



Webinar How To:

Mute/Unmute



Raise Hand



Audio



Questions

A screenshot of the GoToWebinar interface. The top menu bar includes 'File', 'View', and 'Help'. Below it is an 'Attendee List' showing 7 attendees (Max 101). The 'Attendees (6)' tab is selected, displaying a list of names: Kay Chilson, Linda harmon, lynn m-c, Sandra Hardy, and Tracy Jackson. A 'Search' field is below the list. The 'Audio' section shows 'Telephone' selected and 'Mic & Speakers' unselected. It displays the dial number '+1 (914) 339-0030', access code '995-139-673', and audio PIN '14'. A pink box contains the text 'If you're already on the call, press #14# now.' and a link 'Problem dialing in?'. The 'Talking' status is 'Sheila Kennedy'. The 'Questions' section has a text input field with the placeholder '[Enter a question for staff]' and a 'Send' button. At the bottom, it says 'EOA Curriculum Review', 'Webinar ID: 137-537-579', and the 'GoToWebinar' logo.

File View Help

Attendee List (7 | Max 101)

Attendees (6) Staff (1)

NAMES - ALPHABETICALLY

	Kay Chilson
	Linda harmon
	lynn m-c
	Sandra Hardy
	Tracy Jackson

Search

Audio

☒ Telephone

☐ Mic & Speakers

Dial: +1 (914) 339-0030

Access Code: 995-139-673

Audio PIN: 14

If you're already on the call, press #14# now.

[Problem dialing in?](#)

Talking: Sheila Kennedy

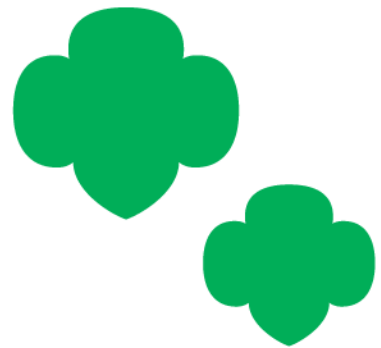
Questions

[Enter a question for staff]

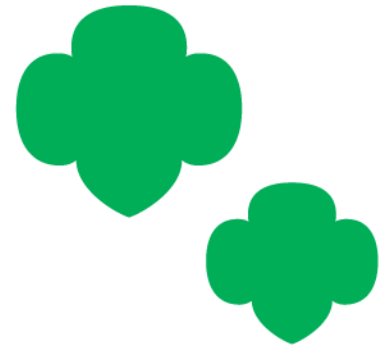
EOA Curriculum Review

Webinar ID: 137-537-579

GoToWebinar



**A Special Thank You to the Service Unit
Team Support Go Team:**



Cassandra Alexander

Debbie Fountain

Heather Hetrick

Juanita Doplemore

Kate Knight

Katie Jimenez

Laura Gordon

Liisa Froggatt

Linda Harmon

Liz Miller

Lynda Misiak

Lynn Mack-Costello

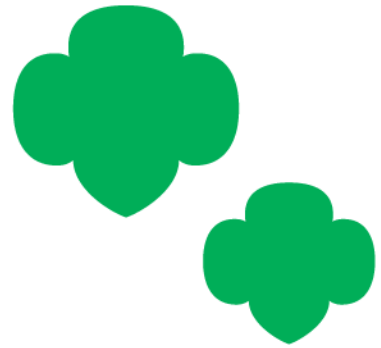
Sylvia Wikle

Tammie Scott

Yvonne Schueller



Service Unit Registrar



Welcome to the Girl Scouts of Greater Los Angeles' Girl Scout Service Unit Registrar Orientation. This orientation prepares a Girl Scout volunteer to coordinate the registration activities for the troops in a Service Unit throughout a Girl Scout year.

For this orientation, you will need to print the *Service Unit Registrar Manual*, which can be found on the GSGLA website.

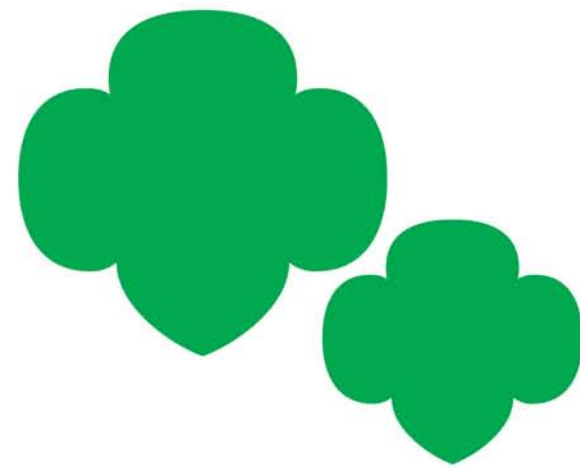
WHEN FINISHED WITH THIS ORIENTATION, YOU WILL BE ABLE TO:

- Describe the role of the Service Unit Registrar
- Locate and use the forms necessary relating to registration
- Demonstrate the procedures for assisting leaders and other volunteers when using eBiz
- Identify resources for troops regarding eBiz
- Explain the importance of Early Bird registration
- Interpret registration reports from Council
- Explain the relationship between the Service Unit Manager, Service Unit Team, and Membership Specialist



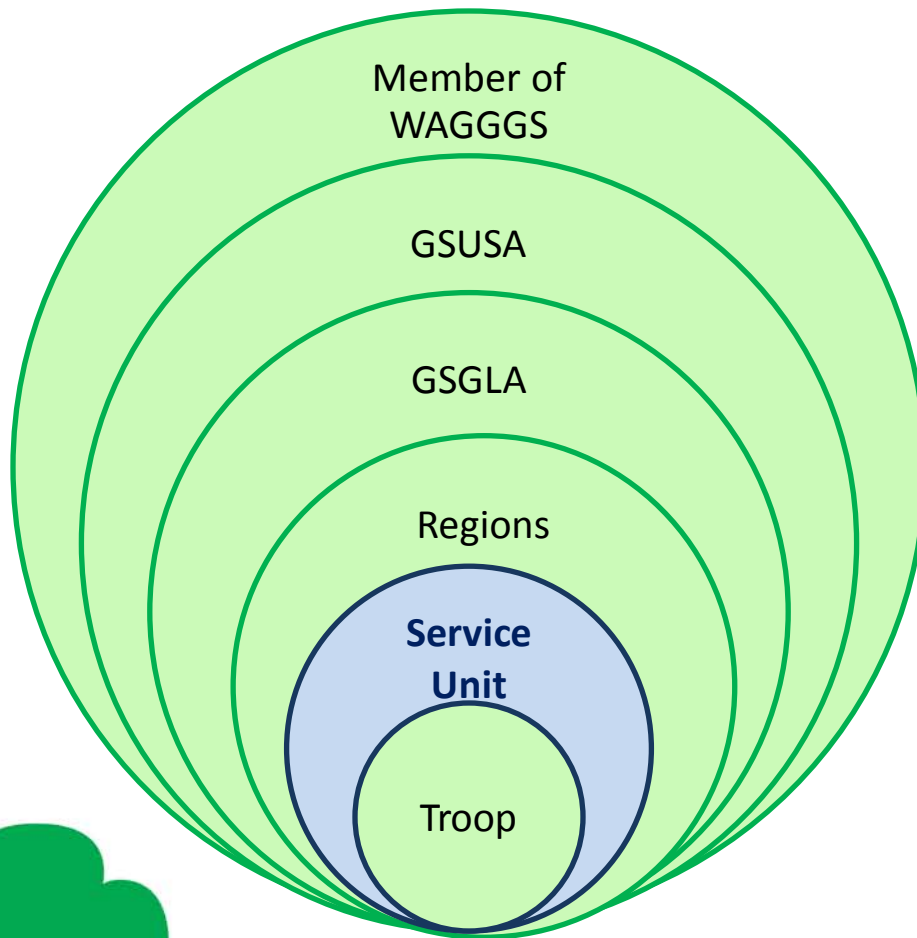
The Service Unit

When you first joined Girl Scouts, you were welcomed by a team of volunteers and became a part of a Service Unit. The Service Unit is a critical link between the Council and troops.



The role of the Service Unit is to:

- Form troops, recruit, and place girls and adults
- Support volunteers in the on-boarding process
- Provide on-going assistance to existing troops and other pathways.
- Celebrate and recognize volunteers
- Support Council goals



The Service Unit Team – Typical Roles & Functions

GSLE Coach

- Facilitate New Troop Leader Support
- Facilitate Ongoing Troop Leader Support

Communications

- Provide Leader Meeting Sign-in sheet
- Record minutes of monthly meetings
- Update website

Recruiter

- Coordinate Recruitment events
- Manage Girl & Adult Placement

Service Unit Manager

- Manage SU Team/Business
- Approve Forms/Requests
- Ensure Effective SU Meetings
- Manage Troop Leader Appointment
- Ensure Effective SU Communications
- Support Partnership With Council

Registrar

- Manage Service Unit records
- Support Troop Registration

Treasurer

- Manage SU Financial Records
- Support Troop Money Management

Product Program Chair

- Train & Support Volunteers
- Manage SU Fall & Cookie Program Tasks

Event Coordinator

- Manage Program Event Calendar & Folders
- Build & Support Program Event

The Service Unit Team

As a vital member of the Service Unit Team, your role includes not only the specific duties of Registrar, but to also:

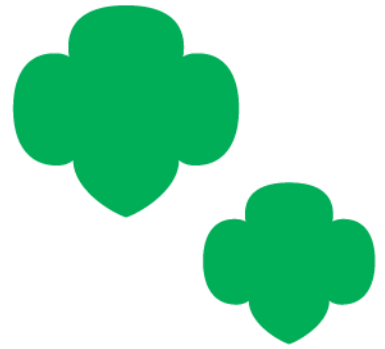
- Understand and support Council policies
- Enhance and promote online functionalities
- Promote an interactive environment for leaders
- Assist the Service Unit Manager and the rest of the Team as necessary
- Help promote the Girl Scout Leadership Experience
- Help create a welcoming and friendly environment for all volunteers in the Service Unit



Using the Girl Scout Leadership Experience as our guide:

- Activities are designed to give girls the opportunity to **DISCOVER** themselves, **CONNECT** with others, and **TAKE ACTION** to make the world a better place.
- Activities are **GIRL-LED**, which give the girls the opportunity to **LEARN BY DOING** in a **COOPERATIVE LEARNING** environment.

The Service Unit Registrar: Who are you?



A Service Unit Team Member whose main responsibility is to provide help with the registration process to new and experienced troop/group leadership teams



OBJECTIVE #1

By the end of this course, each participant will be able to:

Discuss the Service Unit
Registrar position,
description, and
responsibilities

Service Unit Registrar Position Description

Summary: Providing help with the registration process to new and experienced troop/group leadership teams.

Term: October 1 through September 30 for a 1 year term; reappointment annually

Accountable to: Service Unit Manager and Membership Specialist

CORE COMPETENCIES

- Girl focused
- Demonstrates personal integrity
- Demonstrates adaptability
- Demonstrates effective oral communication
- Fosters diversity
- Demonstrates adequate computer skills
- Additional requirements
 - Good standing with GSGLA
 - Belief in the purpose of Girl Scouting
 - Knowledge of goals, objectives, policies of GSGLA
 - Familiar with Service Unit area
 - Team player
 - Communicate effectively
 - Respect decisions made
 - Commitment and time
 - Attention to details
 - Complete annual Registrar training



Service Unit Registrar Position Description



Service Unit Registrar Responsibilities

To the Service Unit:

- Assist Leaders with registration issues throughout the year
- Train Troop Leaders in online registration procedures
- Promote Early Bird Registration
- Maintain up to date Troop rosters
- Analyze Service Unit registration reports
- Maintain a Service Unit adult roster
- Ensure Service Unit communication with independently registered girls
- Keep an inventory of forms available and information about where to find them online

To the Service Unit Team:

- Attend monthly Service Unit meetings
- Assist with follow up on lapsed Girls and Troops
- Assist in identifying underrepresented schools or communities
- Assist in arranging recruiting events and placing girls

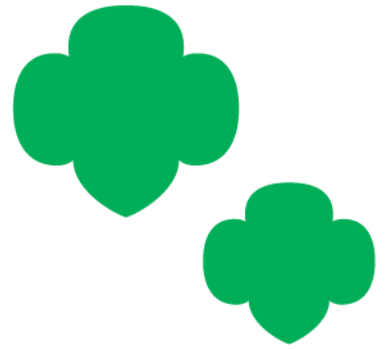




OBJECTIVE #2

By the end of this course, each participant will be able to:

Locate and use the forms
necessary in regards to
registration



Library of Forms

- Girl Membership Form (English and Spanish)
- Adult Membership Form (English and Spanish)
- Health History and Automobile Form (English and Spanish)
- Fall Product and Cookie Program Permission Form (English and Spanish)
- Annual Finance Report
- Membership Registration Submission Form
- Family Partnership Donation Form



Registration Forms: Membership Forms



Girl Membership

Join the global network of 3.2 million Girl Scouts
Membership Year through 9/30/20

GIRL SCOUT MISSION

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

FUN WAYS TO PARTICIPATE:

(check all that interest you)

☐ **Camp:** Connect with nature. Choose a camp by day or overnight.

☐ **Events:** Focus on half or full day events to share your passions.

☐ **Series:** Explore your interests over a few sessions in a way that fits your schedule.

☐ **Travel:** Pack your bags. Travel across town or around the world!

☐ **Troop:** Have fun on a regular basis with your Girl Scout sisters.

☐ **Virtual:** Interact virtually with Girl Scouts everywhere.

YES! I would like to make a donation today that directly benefits girls in our area. Enclosed is my tax-deductible donation in the amount of: (check one)

☐ \$500 ☐ \$250 ☐ \$150
☐ \$100 ☐ \$50 ☐ \$25
☐ Other \$_____

PAYMENT INFORMATION:

Membership Fee: \$ **15**

Donation: \$_____

Total Attached: \$

☐ Cash ☐ Check*
☐ Amex ☐ Discover
☐ Visa ☐ MasterCard
☐ Other _____

Name on Credit Card

Credit Card #

Expiration Date

Signature

Date

*Make checks payable to Girl Scouts

THANK YOU FOR SUPPORTING GIRL SCOUTS!
Learn more about Girl Scouts at www.girlscouts.org.

Return this registration form, along with GSUSA membership fees to your local council. Fees are non-refundable or transferable to another person.



Adult Membership

Join the global network of 3.2 million Girl Scouts
Membership Year through 9/30/20

GIRL SCOUT MISSION

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

MEMBERSHIP OPTIONS:

Annual Membership

☐ Annual fee: \$15

Lifetime Membership

(including permanent membership card and recognition certificate)

☐ One time fee of \$375:

Adults 18 years of age or older

☐ One time fee of \$195:

Girl Scout Ambassadors graduating from High School in this membership year in the month of: (please submit by Sept. 1st of graduating year)

YES! I would also like to make a donation today that directly benefits girls in our area. Enclosed is my tax-deductible donation in the amount of: (check one)

☐ \$500 ☐ \$250 ☐ \$150
☐ \$100 ☐ \$50 ☐ \$25
☐ Other: \$_____

PAYMENT INFORMATION:

Membership Fee: \$ **15**

Annual Membership: \$_____

Lifetime Membership: \$_____

Donation: \$_____

Total Attached: \$

☐ Cash ☐ Check*
☐ Amex ☐ Discover
☐ Visa ☐ MasterCard
☐ Other _____

Name on Credit Card

Credit Card #

Expiration Date

Signature

Date

*Make checks payable to Girl Scouts

THANK YOU FOR SUPPORTING GIRL SCOUTS!
Learn more about Girl Scouts at www.girlscouts.org.

Return this registration form, along with GSUSA annual membership fee or applicable lifetime fee to your local council. Fees are non-refundable or transferable to another person.

Service Unit/Team: _____ Group/Troop: _____	
PATHWAY OF ENTRY: <input type="checkbox"/> Camp <input type="checkbox"/> Event <input type="checkbox"/> Series <input type="checkbox"/> Travel <input type="checkbox"/> Troop <input type="checkbox"/> Virtual	
Check one: <input type="checkbox"/> New Member <input type="checkbox"/> Renewing Member GSUSA ID (if known): _____	
Name: First _____ Middle _____ Last _____	
Address: _____ Apartment _____	
City: _____ State/Zip Code: _____ Girl's Home Phone: _____	
Girl Cell Phone (only if 13 and older): _____ Girl E-Mail Address (only if 13 or older): _____ I wish to opt in: <input type="checkbox"/> Texts <input type="checkbox"/> E-mails	
Date of birth: (mm/dd/yyyy) ____/____/____ # of years as a Girl Scout: _____ School grade in Fall 2013: _____	
Name of school: _____	
Custodial care:	She is: (check all that apply)
<input type="checkbox"/> Both Parents	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> Mother/Guardian Only	<input type="checkbox"/> Asian
<input type="checkbox"/> Father/Guardian Only	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Other _____	<input type="checkbox"/> Hawaiian or Pacific Islander
	<input type="checkbox"/> White
	<input type="checkbox"/> Other (please specify) _____
	<input type="checkbox"/> I choose not to share at this time
<input type="checkbox"/> Address is same as girl	
Parent/Guardian (1) First Name	Middle
Last	
Address	
Employer	Occupation
Home Phone	Business Phone
Cell Phone	E-mail Address
I wish to opt in: <input type="checkbox"/> Texts <input type="checkbox"/> E-mails	
<input type="checkbox"/> Address is same as girl	
Parent/Guardian (2) First Name	Middle
Last	
Address	
Employer	Occupation
Home Phone	Business Phone
Cell Phone	E-mail Address
I wish to opt in: <input type="checkbox"/> Texts <input type="checkbox"/> E-mails	
Media Permission	The Girl Scout Law
When participating in Girl Scout activities I may be photographed for print, videotaped, or electronically imaged. Images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout Council or Girl Scouts of the USA. The images will be the sole property of either the local Girl Scout Council or Girl Scouts of the USA.	I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, use resources wisely, make the world a better place, and be a sister to every Girl Scout.
<input type="checkbox"/> I wish to opt out at this time.	

Service Unit/Team: _____ Group/Troop: _____	
PATHWAY OF ENTRY: <input type="checkbox"/> Camp <input type="checkbox"/> Event <input type="checkbox"/> Series <input type="checkbox"/> Travel <input type="checkbox"/> Troop <input type="checkbox"/> Virtual	
Check one: <input type="checkbox"/> New Member <input type="checkbox"/> Renewing Member <input type="checkbox"/> Lifetime Member GSUSA ID (if known): _____	
Title or salutation: <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____	
Name: First _____ Middle _____ Last _____	
Address: _____ Apartment _____	
City: _____ State _____ Zip Code _____	
Home Phone _____ Business Phone _____	
Cell Phone _____ E-mail Address _____ I wish to opt in: <input type="checkbox"/> Texts <input type="checkbox"/> E-mails	
Employer _____ Title/Occupation _____	
Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the US Census), you ensure support and funding for girls in your community. Hispanic/Latina is defined as an ethnicity, not a race, therefore reported separately. This information is used for statistical purposes only.	
Gender:	# of years in Girl Scouting:
<input type="checkbox"/> Female	as a girl:
<input type="checkbox"/> Male	as an adult: _____
Highest education: (check one)	I am: (check all that apply)
<input type="checkbox"/> Some High School	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> High School	<input type="checkbox"/> Asian
<input type="checkbox"/> Some College	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Hawaiian or Pacific Islander
<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> White
<input type="checkbox"/> Postgraduate Degree	<input type="checkbox"/> Other (please specify) _____
	<input type="checkbox"/> I choose not to share at this time
Date of birth: (mm/dd/yyyy) ____/____/____	
Age range: <input type="checkbox"/> 18-29 <input type="checkbox"/> 30-49 <input type="checkbox"/> 50 and up	
I am Hispanic or Latina: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I choose not to share at this time	
Household income: <input type="checkbox"/> \$0-\$14,999 <input type="checkbox"/> \$15,000-\$24,999 <input type="checkbox"/> \$25,000-\$34,999 <input type="checkbox"/> \$35,000-\$44,999 <input type="checkbox"/> \$45,000-\$54,999 <input type="checkbox"/> \$55,000-\$64,999 <input type="checkbox"/> \$65,000-\$74,999 <input type="checkbox"/> \$75,000-\$84,999 <input type="checkbox"/> \$85,000-\$94,999 <input type="checkbox"/> \$95,000 or more <input type="checkbox"/> I choose not to share at this time	
I will be participating in Girl Scouting as: (check all that apply)	
<input type="checkbox"/> Volunteer—I am/will be volunteering for Girl Scouts	
<input type="checkbox"/> Parent/Family—I am a parent/guardian/family member of a Girl Scout	
<input type="checkbox"/> Girl Scout Alumna—I was a Girl Scout, either as a girl, adult or both	
<input type="checkbox"/> Community Partner	
<input type="checkbox"/> Staff—I am/will be employed by Girl Scouts	
<input type="checkbox"/> Other _____	
As a volunteer, I would like to participate in the following role(s):	
<input type="checkbox"/> 01—Advisor or Leader for a Group/Troop	
<input type="checkbox"/> 02—Assistant Advisor or Leader for a Group/Troop	
<input type="checkbox"/> 03—Support Volunteer for a Group/Troop	
<input type="checkbox"/> 11—Service Team or Unit Volunteer	
<input type="checkbox"/> 12—Learning Facilitator	
<input type="checkbox"/> Other (specify) _____	
Representing Group(s)/Troop(s)/Service Unit Numbers:	
# _____ # _____ # _____	
# _____ # _____ # _____	
SU _____ SU _____ SU _____	
PARTICIPATE WITH GIRLS DIRECTLY: (check all that interest you)	
<input type="checkbox"/> Camp: Help girls connect with nature during day or overnight camp.	
<input type="checkbox"/> Events: Share your passions during half or full day events.	
<input type="checkbox"/> Series: Share your interests in a way that fits your schedule	
<input type="checkbox"/> Travel: Expand girls' horizons. Travel with girls across town or around the world.	
<input type="checkbox"/> Troop: Inspire and develop a group of girls on a regular basis.	
<input type="checkbox"/> Virtual: Interact virtually with Girl Scouts everywhere.	
GET INVOLVED "BEHIND-THE-SCENES": (check all that interest you)	
<input type="checkbox"/> Administrative: Manage, support and recognize volunteers in your community	
<input type="checkbox"/> Council Committees: Assist in council-wide Girl Scouts operations	
<input type="checkbox"/> Learning Facilitator: Coordinate learning opportunities	
<input type="checkbox"/> Fund Development: Promote and advance the Girl Scout movement through family and corporate donations	
The Girl Scout Law	
I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, use resources wisely, make the world a better place, and be a sister to every Girl Scout.	
I accept and abide by the Girl Scout Promise and Law:	
Signature _____ Date _____	

Registration Forms: Health History and Automobile



HEALTH HISTORY &
AUTOMOBILE INFORMATION

2013-2014

This form must be completed by parent(s) of each registering Girl Scout (please print).

Girl's Name: First		Middle	Last	
Date of Birth		Group/Troop #		
Mother/Guardian Name			Signature	
Address		City	State	Zip Code
Telephone		Cell Phone		
Father/Guardian Name			Signature	
Address		City	State	Zip Code
Telephone		Cell Phone		
Non-Parent Emergency Contact Name			Cell Phone	

Girl Health History Information

Medical Insurance Carrier

Is your daughter's immunization record up-to-date? ☐ Yes ☐ No

Date of last tetanus shot:

Check all that apply: ☐ Motion Sickness ☐ Nosebleeds ☐ Sleep Disturbances ☐ Fainting ☐ Bed Wetting
☐ Contact Lenses ☐ ADD/ADHD ☐ Emotional Disturbances ☐ Other

Please list any allergies (penicillin, food, etc.):

Please list any additional medical/physical/emotional condition of which the leader should be aware (i.e. chronic condition, disabilities, behavioral problems, medications, etc.):

NOTE: All medication must be in original container, with girl's name, dosage and frequency clearly printed on the label.

Automobile Information

Any person being transported in a private vehicle shall have their own safety belt properly fastened around them. All vehicles shall be covered by no less than the minimum amount of vehicle liability insurance as required by the State of California. The driver must be an adult with a driver's license valid for the type of vehicle being driven.

☐ I have and will maintain current automobile insurance coverage as required by law and can provide proof upon request.
☐ I/we hereby give permission for our Girl Scout to ride in a vehicle driven by a licensed adult driver, or a minor licensed driver, in an emergency, in a vehicle that has at least minimum liability insurance as required by the state of California, for all Girl Scout activities.

Council Policies and Procedures

☐ The undersigned do hereby authorize the officers, leaders or agents of Girl Scouts of Greater Los Angeles, to consent to any x-ray examination, anesthetic, medical or surgical treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the provisions of the Medical Practice Act, or to consent to any x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act. It is further understood that permission is hereby granted to the officers, leaders or agents of Girl Scouts of Greater Los Angeles to obtain and administer such medical aid or assistance as might, in their judgment, be required for the immediate care of your daughter. In the event of such help, Girl Scouts of Greater Los Angeles, its officers, leaders and agents will not be held liable for any first aid treatment or hospital care rendered or medicine or surgical procedures performed pursuant to this consent. This consent supersedes all prior authorization.


☐ If you do not consent to the care or treatment set forth herein, describe in detail what is or is not allowed/permitted and sign below:

Signature of Parent/Guardian

Date

Registration Forms:

Product Program Permission



Girl Scouts of Greater Los Angeles

2013 FALL PRODUCT AND 2014 COOKIE PROGRAMS

Parent/Guardian Permission & Responsibility Agreement

801 S. Grand Ave, Ste 300, Los Angeles CA 90017 T (213) 213-0150 F (213) 213-0123 www.girlscoutsLA.org

My Girl Scout _____, a member of Troop _____, has my permission to participate in the 2013 Fall Product Program and 2014 Cookie Program. I will see that she honors any and all rules and procedures as set by Girl Scouts of Greater Los Angeles (GSGLA) and that she has adult supervision and guidance. My signature below indicates agreement with all 12 items listed below.

- 1) My daughter must be officially registered with Girl Scouts of the USA in order to participate.
- 2) I accept personal financial responsibility for all product received and monies collected as payment from customers.
- 3) I understand that the 2013 Fall Product Program and 2014 Cookie Program proceeds are Troop & Council property and that "[t]he income from product sales does not become the property of individual girl members." (*Volunteer Essentials, Chapters 5, pg. 70*)
- 4) I agree that all money collected must be given to my Girl Scout's Troop by the Council-set deadlines or any earned recognition items will be withheld until GSGLA receives the outstanding balance.
- 5) If my account is delinquent and not brought current prior to the expiration of ticketed or time-sensitive recognition items, GSGLA will not be obligated to reissue, replace, substitute, or refund the value of said recognitions.
- 6) GSGLA reserves the right to seek the services of a collection agency and/or pursue legal action for delinquent accounts.
- 7) GSGLA reserves the right to substitute recognition items of equal or greater value with or without notice and that recognition items in the form of tickets are valid only on the date printed on the tickets. The recognition items are non-transferable and not redeemable for cash; GSGLA will not be responsible for lost, stolen or damaged tickets or cards.
- 8) Any Girl Scout found to be selling before the official start dates, or through prohibited methods, will not receive recognition items or credit for those orders.
- 9) Unsold product cannot be returned to council offices or any council cupboard. Exchanges of product are permitted only during the designated days and locations, and done by or with the knowledge of the troop's product program chair or troop leader.
- 10) Adults serve in a supporting role for girls and should not assume sole responsibility for sales.
- 11) Girls or their families may not engage in selling on the Internet. Girls can use e-mail as a marketing tool to let family, friends and former customers know about the programs (*Volunteer Essentials, Chapter 5, pp. 72-73*) and can use the online tools provided by and through the council and the product vendors.
- 12) THE COOKIE CLUB is a password protected goal-setting Web site for girls and their families to learn about safety rules, goal-setting, selling tips, and how to track progress in the Cookie Program. I will supervise my girl's use. To learn more with your girl, visit www.littlebrownie.com.

***** Please turn this form in to your Troop Leader with your registration. *****

Parent/Guardian Name (print)	E-mail Address (print)
Home Address	City, Zip
Home Phone	Cell Phone
Signature	Date

Rev. 3-28-13

Registration Forms: Annual Finance Report



ANNUAL TROOP/GROUP FINANCE REPORT

(electronic fillable/savable format - Rev. 5/9/12) FINAL CORRECTED

Membership Year: _____ - _____

Form No. MBR001

BANK ACCOUNT INFORMATION - Use "Tab" key to advance to next blank space.

SU # _____ Troop # _____
 Troop Level: Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassador _____
 Bank Name/Branch: _____ Account #: _____
 (Attached last bank statement.)
 Authorized Signers - 2 nonrelated adults required (3 recommended). Please print.
 1. _____
 2. _____
 3. _____
 4. _____

NOTE: The account must be in the name: Girl Scouts of Greater Los Angeles, Troop XXXXX (replace the "X"s with your Troop number).

TROOP FUNDS - Use "Tab" key to advance to next blank space.

A. BEGINNING BALANCE

Checking Acct \$ _____ + Checking Acct #2 \$ _____ (if applicable) = \$ _____ \$0.00

INCOME

Membership Registration Dues	\$ _____
Juliette Low World Friendship Fund	\$ _____
Troop/Group Dues	\$ _____
Cookie Program Proceeds	\$ _____
Fall Products Proceeds	\$ _____
Family Partnership - Troop/group Credit	\$ _____
Additional money collected (camping, events, etc.)	\$ _____
Other money earning projects	\$ _____
Other contributions or donation	\$ _____

B. TOTAL INCOME

\$ _____ -

C. TOTAL MONEY AVAILABLE (A+B)

\$ _____ -

EXPENSES

Membership Registration Dues	\$ _____
Juliette Low World Friendship Fund	\$ _____
Equipment (flags, books, etc.)	\$ _____
Program Activities (trips, parties, etc.)	\$ _____
Cookouts, Troop Camping	\$ _____
Service Projects	\$ _____
Program supplies	\$ _____
Other expenses	\$ _____

D. TOTAL EXPENSES

\$ _____ -

E. ENDING BALANCE (C-D)

\$ _____ -

(Checking Acct \$)

Balance is to be used for: _____

Signature of Troop Leader / Date _____

Signature of Troop Treasurer/Date _____

Signature of Service Unit Manager/Date _____

Please make a copy for your records and return original to your service unit for review and final submission to GSGLA by June 30th. Thank you!



Registration Forms: Family Partnership Donation



Each year families have the chance to make a donation to Family Partnership and with the funds GSGLA can expand programs, recruit and train more volunteers, maintain our camps so they are safe for girl activities, and provide the Girl Scout experience to all girls who want to be involved. All gifts, no matter the size, make a difference in the life of a girl.

If you would like to make a gift to Family Partnership, please fill out this form and return to the address listed below.

YES! I would like to make a gift to Family Partnership in the amount of...

☐ \$100 ☐ \$75 ☐ \$50 ☐ \$25 (Gifts of \$25+ receive the Family Partnership patch) ☐ Other _____

I/we would like to make my/our gift in monthly installments of \$_____ for a total gift of \$_____

Name(s) _____ SU/Troop _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Payment Method: ☐ Check Credit Card: ☐ MC ☐ Visa ☐ AMEX

Card Number _____ Exp Date _____

Card Holder Name _____ Sec Code _____

Signature _____ Date _____

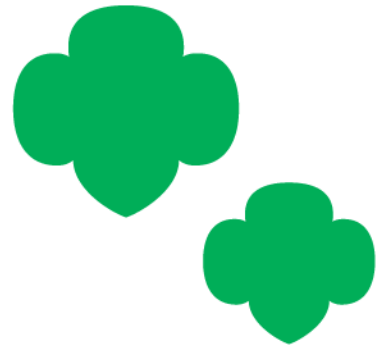
Please send form to:

Girl Scouts of Greater Los Angeles, Attn: Cortney Szlemp
801 South Grand Avenue, Suite 300, Los Angeles, CA 90017.

Questions? Email cszlemp@girlscoutsla.org or call 626-677-2314.

Online gifts? Please visit www.girlscoutsla.org, click "Donate" and select "Family Partnership" on the left-hand side.

Registration Forms: Where to find



- Emailed to you to keep in your files, request from membership specialist
 - You may want to print copies to have available for those who need them
- “Forms” section of GSGLA website
 - Membership Forms
 - Health History and Automobile Information
 - Product Program Permission
 - Annual Finance Report
 - Family Partnership



OBJECTIVE #3

By the end of this course, each participant will be able to:

Demonstrate the
procedures for assisting
leaders with using eBiz

eBiz Basics: Assisting Leaders



- Ensure leaders have an eBiz account
 - Assist leaders with account activation when necessary
- Answer leaders questions accurately and promptly
 - Email/Phone/In Person (when necessary)
- Direct leaders to Membership Specialist or Helpdesk when necessary



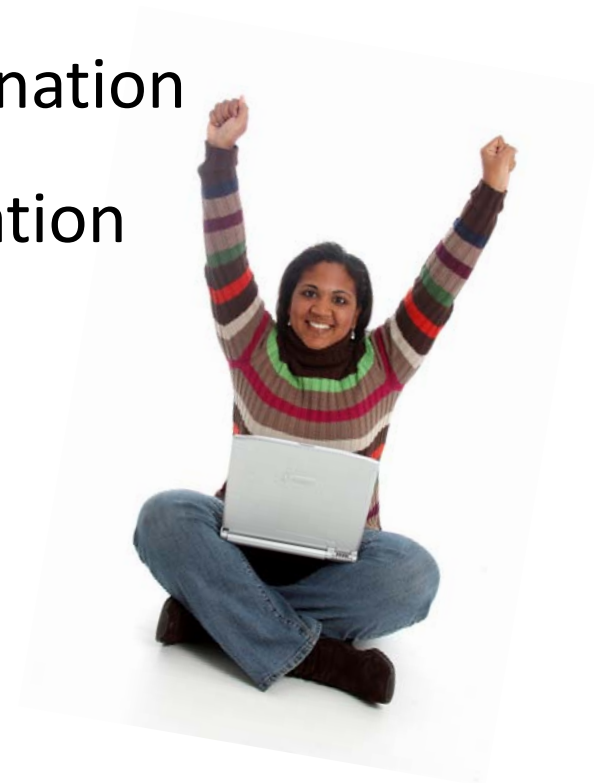
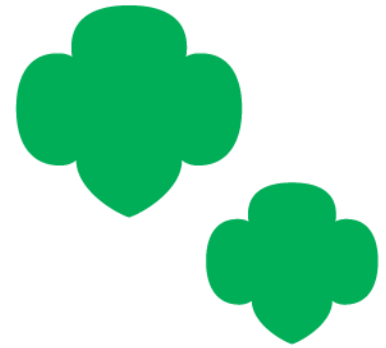
OBJECTIVE #4

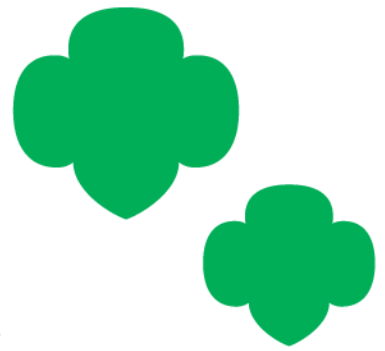
By the end of this course, each participant will be able to:

Identify resources for
Troops regarding eBiz

eBiz Resources: Membership Registration

- Step 1: Logon to eBiz
- Step 2: Follow prompts and fill in all pertinent information in open fields
- Step 3: Make a Family Partnership Donation
- Step 4: Pay membership fee and donation
- Step 5: Print your order summary





Troop Leaders may have eBiz issues regarding:

- Starting their account
- Helping Troop Members start their accounts
- Accessing Troop Management
- Registering for membership/trainings/events
- Adding a girl/adult to their troop
- Updating information





Troop Leaders can use "Troop Management" to:

- Manage your troop members' contact information
- Communicate with troop members using email
- Print membership cards for troop members
- Create and print a troop roster
- Renew troop members online
- Register new adults and girls to your troop
- Reminder: tutorial is on our website

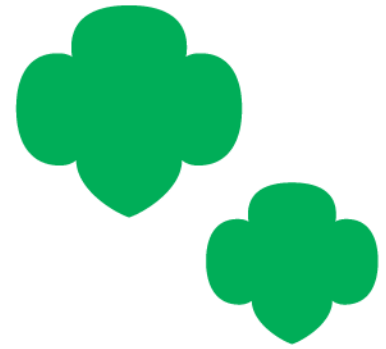




Troop Leaders can use the “My Troops” function to:

- Manage your troop members' contact information
- Update troop meeting information
- Communicate with troop members using email
- Print membership cards for troop members
- Create and print a troop roster
- Renew troop members registration online
- Register new adults and girls to your troop
- Register troop members for events and trainings
- View current and past troop eBiz purchases



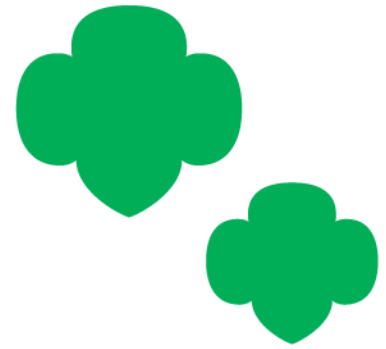


Troop Leaders can also use the “My Troops” function to:

- Manage your family members' contact information
- Print membership cards for family members
- Renew family members registration online
- Add new adults and girls to your family
- Register family members for events and trainings
- View current and past family eBiz purchases



eBiz Resources: Add a Girl/Adult



- Step 1: Logon to eBiz
- Step 2: Click on “Troop Management”
- Step 3: Click on “Add Adult” or “Add Girl” (Adults should be added first)
- Step 4: Follow prompts and fill in all pertinent information in open fields
- Step 5: Return to “Troop Management” to add additional Adults/Girls
- Step 6: Pay membership fees
- Step 7: Print your order summary



eBiz Resources: Registering for an Event



Leaders can register Girls/Adults for Events/Trainings

- Step 1: Logon to eBiz
- Step 2: Click on “Troop Management”
- Step 3: Select the Girls/Adults you wish to register
- Step 4: Search for the event/training you wish to register for by searching through the appropriate category or by selecting “purchase or register for” from the drop down menu and typing the name in the search box
- Step 5: Select the correct event/training
- Step 6: Click “Add to Cart”
- Step 7: Return to “Troop Management” to register for additional events/trainings
- Step 8: Check out/pay fees
- Step 9: Print your order summary



eBiz Resources: Help Page

FAQs:



My Troop Roster - Helpful Information

Click on a question below to see the answer.

- ◆ [Who has access to "My Troops" online?](#)
- ◆ [Do other adults in my troop see the same thing I do?](#)
- ◆ [What can I do from "My Troops"?](#)
- ◆ [I'm not supposed to be a Troop Leader, what should I do?](#)
- ◆ [I don't see one of my troops. What do I do?](#)
- ◆ [A girl is missing from my roster. What should I do?](#)
- ◆ [How do I edit contact information for my troop members?](#)
- ◆ [What is the "Year / Serving / Role" column?](#)
- ◆ [What is the "Girl Scout Member Until" column?](#)
- ◆ [Why is there a green symbol \(\) in the "Girl Scout Member Until" column?](#)
- ◆ [How do I reregister members of my troop for the upcoming membership year?](#)
- ◆ [How do I email members of my troop?](#)
- ◆ [How do I print membership cards for members of my troop?](#)

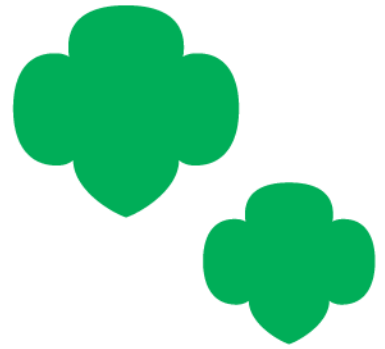


OBJECTIVE #5

By the end of this course, each participant will be able to:

Explain the importance of
Early Bird Registration

Early Bird Registration - Benefits



- Keeps the reregistration process away from the fall “busy” season
- Allows Registrar time to follow up with those not registered before they become lapsed
- Gives Recruiter an idea of what next year’s starting numbers will be
- Early Bird Registration Patch
- Early Bird Registration Incentive (usually a discount on a big council event)





Early Bird Registration – Online Renewal



- An online membership renewal option available through eBiz
- This is the council preferred method to renew annual membership or purchase a regular Lifetime Membership
- It's **Green!**
- It is fast, easy and convenient
- Accurate spelling & contact information in the database in minutes
- It is 24/7 access
- It is safe, secure and confidential
- It generates a troop roster instantly
- It generates membership cards (available Oct. 1st)
- It is accurate, real time membership data for service units
- It is cost and time effective
- It provides parents/leaders access to online registration for programs and trainings
- Troop Leader can use the troop debit card to reregister the troop OR
- Parents can use their personal credit/debit card to reregister themselves and their daughters

Deadline for Online Early Bird Registration is June 30





FAMILY PARTNERSHIP CAMPAIGN



Our Family Partnership Campaign is a way for Girl Scout families to invest in girls' futures through local programs, camp improvements, scholarships, volunteer support, and other critical services.

Funds raised through our annual Family Partnership Campaign help provide quality services to over 43,000 girls and 23,000 volunteers in our communities. Every dollar is vital to helping our girls and your tax-deductible gift will make a significant impact.

We ask that each family consider a gift to Family Partnership. Every little bit helps.

All families who give a gift of \$25 or more will receive a Family Partnership Patch.

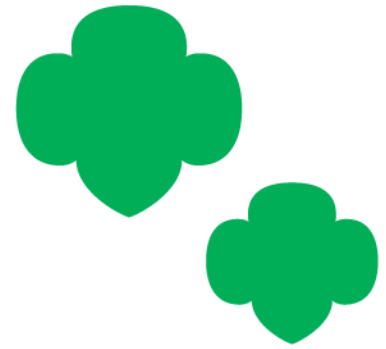


OBJECTIVE #6

By the end of this course, each participant will be able to:

Interpret council
registration reports

Council Registration Reports

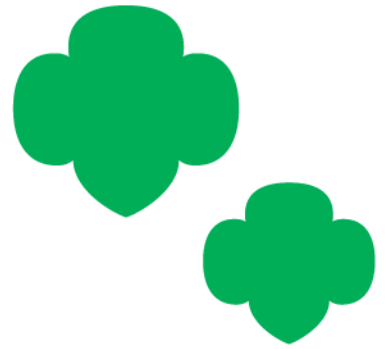


On the 15th of every month you will receive:

- A report of all Troops registered in the Service Unit and numbers of Girls/Adults in each Troop
- A report of all registered 01s and 02s in the Service Unit by Troop Level/Number with contact information
- A report of all Independently Registered Girls in the Service Unit by last name with grade level, guardian information, and email address



Council Registration Reports: Requests

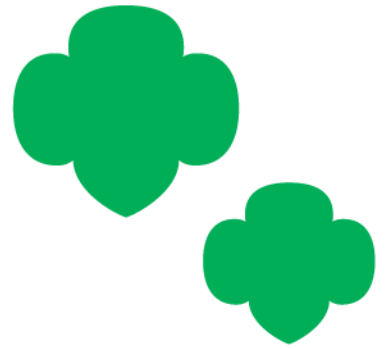


Service Unit Registrars can also request:

- Reports of Girls registered in the Service Unit by school or grade level
- Reports of Adults registered in the Service Unit not in a troop
- Other reports (ask for what you want)



Council Registration Reports: Uses

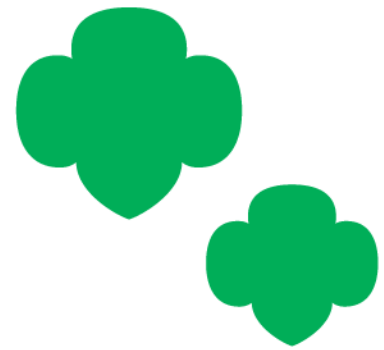


Registrars can use Registration Reports to:

- Identify lapsed Troops or Girls/Adults
- Identify underrepresented areas of their Service Unit
- Give information to SU Recruiter
- Update Service Unit Adult Rosters
- Identify discrepancies in Troop Rosters (Leader says she has 12 girls, but only 10 are registered in the troop)
- Can also ask Troop Leaders to print updated rosters from eBiz to turn in at Service Unit Meetings
- Update contact list for Independently Registered Girl Scouts to ensure they are receiving all appropriate communications



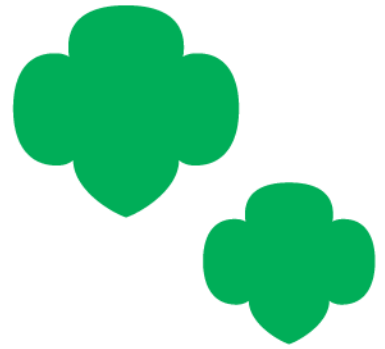
SU Registrar vs. SU Manager



Service Unit Registrar	Service Unit Manager
Gives assistance with eBiz	Gives assistance with Troop issues
Works collaboratively with Service Unit Team	Works collaboratively with Service Unit Team
Attends Service Unit Meetings	Plans/leads Service Unit Meetings



Have We Met Our Objectives?



You should now be able to:

**Discuss the Service Unit
Registrar position
description and
responsibilities**

**Locate and use the forms
necessary in regards to
registration**

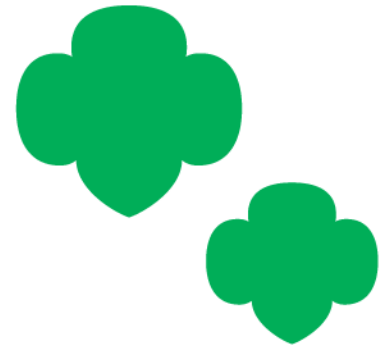
**Demonstrate the
procedures for assisting
Leaders with using eBiz**

**Identify resources for
Troops regarding eBiz**

**Explain the importance
of Early Bird Registration**

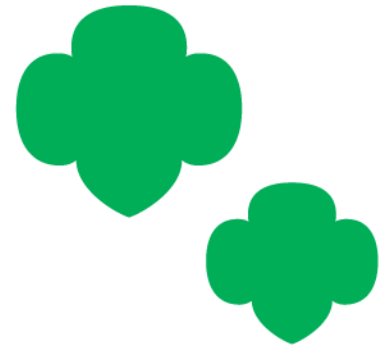
**Interpret registration
reports**





QUESTIONS?





Congratulations!

You have completed

Service Unit Registrar Orientation

Thank you!

