

YORBA LINDA GIRL SCOUTS INSTRUCTIONS FOR ADDING TO AN EXISTING TROOP 2007/2008



Step-by-step registration instructions and forms are available at the Girl Scout Association website. www.ylca.org – Click on the Registrations Tab and choose the link “Add to an Existing Troop”

1) **Membership Dues Summary.** This is the 2-part form with the orange margins. Only the original 2-part form needs to be turned in. Additional copies are not necessary.

- a) At the top of the page, please indicate the year of registration expiration, i.e. 2008 for the current year.
- b) The following codes need to be added in the boxed area at the top of the page

Complete (if known) Expiration 9/30/_____

Council Code	Troop Number	Report Code	Registration Area
622	<input type="radio"/> New <input type="radio"/> Reregistering	679	023

- c) Find your Service Unit number in the chart below and fill in the appropriate codes at the top of the Orange Form

Service Unit	SU 1	SU 2	SU 3	SU 4
Council Code	622	622	622	622
Troop #	Your Troop #	Your Troop #	Your Troop #	Your Troop#
Report Code	678	679	680	685
Registration Area	23	23	23	23

- d) You *must* indicate the number of registrations and amount of dues and if any donations are being made.
- e) You *must* add in the leaders name, address, phone or leader ID #, if known, at the bottom.
- f) Please write in below the box that indicates 'registering' or 're-registering' **"ADDITION TO TROOP"**
 Since this is an addition, you may skip the troop level, meeting dates and locations, etc. You must indicate the number of registrations and amount of dues and if any donations are being made.
 You must add in the leaders name, but you only need to add the leaders phone number OR leader ID #, if known, at the bottom

2) **Troop Roster** – This is the spreadsheet of names and addresses for registered girls and adults in your troop.

- a) Please submit a copy of your troop roster **electronically**.
- b) Please indicate on the roster which girls are being added to troop.
- c) An Excel Template is available on the www.ylca.org website. Please try to use this template. If you can not use the template for some reason, please submit the following information about each member of your troop
 - Leader & co-leader names;
 - The leaders respective email addresses;
 - Troop number;
 - Troop level;

Please include the following info about **each** girl in your troop.

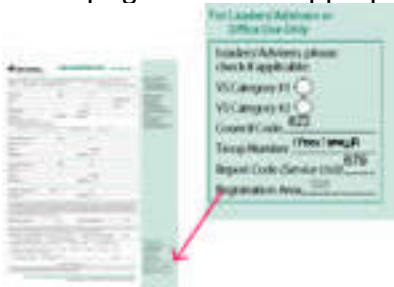
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LAST	FIRST	ADDRESS	CITY	ZIP	EMAIL	MOTHER	FATHER	Reg ADULT?	GRADE	SCHOOL
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3) Registration Form – Girls and adults

- a) This is the green 2-part form. You will submit two copies of this form for every scout and adult in your troop who is registering.
- b) Please make sure that all information is completed by the parent including signature, name, address, phone number, registration year, etc.
- c) Please make sure you turn in TWO COPIES OF THIS FORM. If you download a copy from the internet, please make a copy of the form. You can submit a copy with the registration packet. If the troop wants to keep a copy, you will need to make copies for your records
- d) Racial and ethnic information is optional from the parent. If it is not completed by the parent, the leader or troop registrar should complete the information and indicate that one or both was completed by the leader by checking the visual survey indicated in the lower right of the form in the colored margin as “VS 1” for racial data and “VS 2” for ethnic data.
- e) The following codes need to be added in the boxed area at the lower right in the colored margin of the page. Find the appropriate codes for your Service Unit from the chart below.



Service Unit	SU 1	SU 2	SU 3	SU 4
Council Code	622	622	622	622
Troop #	Your Troop #	Your Troop #	Your Troop #	Your Troop#
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- f) If an adult holds multiple positions in one or more troop, please indicate *EVERY* position held and for *EVERY* troop at the top of the form.

NOTE: There is only one '01' per troop. Co-leaders are '02' and all other troop positions (i.e. treasure, cookie chair, responsible adult, etc.) are '03' position codes

