

Topic: Member Registration

What is a Short and Snappy?

- A short interactive group discussion provided at a Service Unit meeting for volunteers to share at the troop level.
- Any Service Unit team member, volunteer, or learning facilitator may guide a Short and Snappy.
- Ideas for presentation: One person can facilitate to a group, or small groups can present an assigned section to the room.

How to Register:

There are two ways to register for Girl Scout Membership: online and on paper. Online registration is the number one way we take in memberships! In this Short and Snappy we will review the paper and online registration process so that you are better prepared to assist new and returning members.

Utilizing the Online Membership:

Joining online as a new member is really easy!! During recruiting season (and, well, any time of year), you may get questions from potential members about how to join Girl Scouts. [Here is a great video to help support you through the process.](#) Please note that new members can only be registered by the parent/guardian online or by a Customer Care staff member. Troop leaders cannot register new members without mistakenly adding them to their personal household. If registering in the spring, new members are eligible for the Extended Year Membership, which covers the remainder of the current year membership plus the next year's membership for a discounted price. This is a great option for those wishing to explore spring and summer activities! Renewing members, or members that have previously joined Girl Scouts in the past, are not eligible for Extended Year Membership.

If registering as a new member is easy, renewing your membership online is even more so! Membership renewal online can be done in less than five minutes. [Check out the video to see how returning members renew their membership.](#)

Utilizing the Paper Membership:

Online memberships should always be prioritized first. This is the quickest way to register members, and it is also the best way to keep their payment type secure. When planning recruiting events, you can bring a laptop or tablet to assist new members with joining online. However, there are cases where paper memberships must be used. When this happens, you will want to have the parent/guardian fill out as much information on the form as possible and to do so legibly. This helps to eliminate data errors in the future. Also, make certain to have them select the types of membership at the top of the form; then have them supply the troop number and service unit to which they will be joining. Use the right side of the membership form to select the type of membership (Annual, Extended, or Lifetime) and to indicate if Financial Aid is requested. Make sure to include the total amount attached and the method of payment. These forms are available on our website by navigating to [Members > Forms and Documents](#).

When filling out the form, you fill in the Troop and Service Unit information. Then you should select if the registration is for a girl, adult, or both, and whether the member(s) is a new member or renewing member. Fill in the girl and/or adult's information; the Girl Demographic information is optional. If they do not wish to disclose this information, please have them select "I choose not to share at this time." Please also have them select from the Membership Options if they are registering with an Annual Membership, Young Alumnae Lifetime Membership, Lifetime Membership, or Extended Year Membership, and if they are requesting Financial Aid. The membership fees for each option as well as the requirements for each are listed underneath. The form also provides the option for members to donate if they choose. The payment information should be entered with the total amount attached and what type of payment is being used. As the form states, to use a credit card, members should go online to register or call Customer Care at 800-345-6858 in order to keep their credit card information secure. Do not write the credit card information on the form. Cash and checks can be affixed to the form and brought into the office. Paper forms can be brought into the office or mailed to: Girl Scouts of Southern Illinois, Attn: Customer Care, #4 Ginger Creek Parkway, Glen Carbon, IL. 62034.

For Security purposes, do not send cash in the mail. Keep all memberships/payments organized and secure. We encourage the use of a receipt book for cash and check payments, where one copy is given to the member and you maintain the other copy for your

How do I utilize this information at the Troop Level?

One idea is to invite parents/guardians to a back to troop night and assist them in the process of completing membership. You can also encourage your girls to bring a friend and that friend's parent/guardian. Plan an activity for the girls to teach their friend and parent/guardian about girl scouting. They can also register while they are there! This is also a great opportunity to talk to parents/guardians about becoming Troop Helpers!