

Service Unit 112 Registration Information

Contact Information

Please contact Kristin McMenomey, SU 112 Registrar, for any questions or assistance in registering your troop either by paper registration or online by calling (707) 272-3253 or via email at flamingo.queen@yahoo.com.

Online Re-Registration

The Girl Scout membership runs from October 1st to September 30th of each year. Troops will need to make sure that they have the girls and adults fill out the paper registration prior to going online.

To re-register online:

- ⤴ Go online to www.GirlScoutsNorCAL.org/ebiz
- ⤴ Enter your username and password
- ⤴ Select the Renew button on the left side of the screen for yourself
- ⤴ Click on Troop Management
- ⤴ Select the girls you wish to re-register and follow the instructions

The easiest way to re-register all of your girls is by utilizing your troop account number to pay for the entire troop. You than can deposit any cash or checks back into your troop account.

New Troop Online Registration

The Girl Scout membership runs from October 1st to September 30th of each year. Troops will need to make sure that they have the girls and adults fill out the paper registration prior to going online.

Complete adult screening by going to the following internet address:

www.girlscoutsnorcal.org/pages/for_volunteers/vol_screening.html Once this step is completed you will receive a Volunteer Screening Approval Notification via email. The next step is to contact Samantha Burkey at (707) 463-2888 to obtain a Troop number and a troop bank account. After you receive your troop number you can proceed to register your troop online as follows:

- ⤴ Go to www.girlscoutsnorcal.org/ebiz
- ⤴ Create an eBiz username and password
- ⤴ Click on **My Account** in the left navigation bar
- ⤴ Click on **Join Now**
- ⤴ Sort products by Product #
- ⤴ Click on **Adult Membership 2011**
- ⤴ In the **Membership Profile** scree, select and add the **01-Leader/Advisor** position and your **troop number** for the current membership year. Click on **Add Position**. Repeat process for multiple positions and/or troops.
- ⤴ Receive notification of approval of 01 position code request
- ⤴ Log on to eBiz account. Verify availability of the Troop Management Hub. There should be a “Troop Management” link listed in the upper-left hand navigation bar
- ⤴ Have all parents and adults completed a Girl/Adult Registration form for all participating members. Make sure each form is signed.
- ⤴ Collect \$12 per membership form submitted
- ⤴ Deposit all cash and checks into **troop bank account**
- ⤴ Log on to eBiz account. Use the eBiz Troop Management Hub to add/register members. For a step-by-step instructions and a demo, go to www.girlscoutsnorcal.org/onlineregfaq. Click on the **Online Registration of New Members** link
- ⤴ Black out credit card numbers on registration forms, if provided, and keep all registration forms in a secure location until the end of the membership year
- ⤴ Using the Troop Management Hub, email parents instructions on how to activate their eBiz accounts so they can see their order history and renew their memberships on line for next year.

Paper Re-Registration Process

If you are unable to re-register your troop online, you can re-register your troop via paper. You will need the following forms completed and signed:

- ⤴ Girl and Adult Registration
- ⤴ \$12 fee collected for each registrant
- ⤴ Troop Registration Worksheet. Only list the names of the girls/adults currently submitting registration forms with one name per line
- ⤴ Membership Dues Summary
- ⤴ Deposit Slip for Registration Account. Write the Wells Fargo account number on the back of all checked received. **Registration Account: #0039-560768.** Deposit all cash/checks into the **registration account** at your local Wells Fargo bank.

Once the above is completed, please drop off the following forms to SU 112 Registrar, Kristin McMenomey, 841 Low Gap Road, Ukiah, CA 95482 or mail forms to 10045 West Road, Potter Valley, CA 95489:

- ⤴ One stamped bank deposit slip and one bank receipt (stapled). **There should only be one deposit slip for each submission. The Dues Summary must only reflect one deposit slip**
- ⤴ Two copies of the Membership Dues Summary
- ⤴ One copy of each Girl/Adult Registration Form
- ⤴ Two copies of the Troop Registration Worksheet

New Troop Paper Registration Process

If you are unable to register your troop online, you can register your troop via paper. You will need to complete the Adult Screening form which can be found on the following website:

www.girlscoutsnorcal.org/pages/for_volunteers/vol_screening.html. The next step is to contact Samantha Burkey at (707) 463-2888 to obtain a Troop number and a troop bank account. After you receive your troop number you can proceed to register your troop. You will need the following forms completed and signed:

- ⤴ Girl and Adult Registration
- ⤴ \$12 fee collected for each registrant
- ⤴ Troop Registration Worksheet. Only list the names of the girls/adults currently submitting registration forms with one name per line
- ⤴ Membership Dues Summary
- ⤴ Deposit Slip for Registration Account. Write the Wells Fargo account number on the back of all checked received. **Registration Account: #0039-560768.** Deposit all cash/checks into the **registration account** at your local Wells Fargo bank.

Once the above is completed, please drop off the following forms to SU 112 Registrar, Kristin McMenomey, 841 Low Gap Road, Ukiah, CA 95482 or mail forms to 10045 West Road, Potter Valley, CA 95489:

- ⤴ One stamped bank deposit slip and one bank receipt (stapled). **There should only be one deposit slip for each submission. The Dues Summary must only reflect one deposit slip**
- ⤴ Two copies of the Membership Dues Summary
- ⤴ One copy of each Girl/Adult Registration Form
- ⤴ Two copies of the Troop Registration Worksheet

Additional Information

K-Grade 1	(Daisy) – 5 girls	Grades 6-8	(Cadettes) – 5 girls
Grades 2-3	(Brownies) – 5 girls	Grades 9-10	(Seniors) – 5 girls
Grades 4-5	(Juniors) – 5 girls	Grades 11-12	(Ambassadors) – 5 girls