



# Girl Scouts of Northern California

## Diamond Crest Service Unit 390

### TROOP REGISTRATION HELPFUL HINTS

✓ Please check your work carefully

Use ballpoint pen and press down so all copies are legible

#### Verify all entries, and check for some of these common errors:

1. Is the appropriate level circled? (Daisies, Brownies, Cadettes, Seniors, Ambassadors)
2. Is the school name filled in?
3. Is the parent information complete?
4. Did the parent sign the form?  
On adult forms....
5. Is the Council Code complete? It is always **636**. (Please change it on the form)
6. Is the troop number correct? For registration purposes, it should be a five digit number.  
NEW TROOPS, JUST WRITE "NEW".
7. Is the report code/service unit number complete? (It is 390)
8. Is the registration area complete? (It is always 390)

#### Remember:

1. Register a minimum of 2 adults. (All participating adults must be registered)
2. The minimum troop size information is a guideline; Diamond Crest will register troops of all sizes.
3. Register Fall Sales and Cookie Sales adults or you will need to do this at a later date.
4. **Keep all of the forms attached—but take your pink copies prior to the event.**  
**PLEASE ask each family to contribute \$15 or more for the Family Partnership campaign (formerly known as FOGS)!** Note: Troops achieving our goal of 80% of their girls donating \$15.00 or more will be recognized and presented with a special gift for your troop in November. Council awards are no longer given.
5. **You are responsible for making the bank deposit.**  
You are responsible for depositing the money for registration in the Girl Scout Account at the nearest **Wells Fargo Bank**. Your registration packages include deposit slips for the current bank account. Check to be sure you are using materials with this account: **Girl Scouts of Northern California 0039-560768**.
6. You will need to endorse the back of each check with the account as listed above. Be sure to enter troop number or leader's name on the upper left corner of each check. Deposits that are \$20.00 or less should not be deposited in the bank. They should be forwarded to Tamera or Annette with the appropriate registration forms.
7. Register by January 1 to receive priority registration for Diamond Crest Day Camp.

#### After Registration:

You may add girl and adult members to your troop at any time throughout the year. Each time you add a member you must complete the following and submit to your registrar:

1. Registration forms and payment
2. New Troop Registration and Family Partnership Worksheet –only list added members.
3. New Membership Dues Summary –only list added members.
4. Updated Troop roster – listing ALL registered girls and adults in the troop, including those being added!