

Your Guide to Girl Scout Registration

Instructions for completing the girl & adult registration form and the membership dues summary.

Basic Guidelines for Forms

- If you receive a pre-printed form, use that form; if not, use a blank form
- Use pre-printed forms **ONLY** for the person named on the form
- Only use Girl forms for Girls, and Adult forms for Adults
- A Membership Dues Summary Form **MUST** be completed each time a Girl or Adult form is to be submitted to the Council office
- Please make sure all information on the forms is clear and readable
- The more information that is filled out on the form, the more the Council Registrar is able to enter into Personify; the more accurate reports will be
- **ALWAYS** check for a parent/guardian signature

-- Council Code is 514 --

Troop Numbers

- Many troop numbers have changed, so please call your Council Registrar to verify your troop number
- New troop numbers may be obtained by calling your Area Regional Membership Manager

Membership Due Summary Forms

- The Due Summary is very important for entering your troops information accurately into Personify
- Please check if the troop is new or re-registering
- The report code will be your new Service Area number
- The registration area will be your County number
- All other areas must be filled in on the Due Summary completely
- At the bottom of the Due Summary form, the name that goes into the Position field is the name of the Troop Leader **NOT** the name of the person filling out the form

Council Mailing Addresses & Phone Numbers

Burlington Area Leadership Center
1308 Broadway St., West Burlington, Iowa 52655
319.752.3639

Quad Cities Area Leadership Center
2011 Second Ave., Rock Island, Illinois 61201
309.788.0833

Cedar Rapids Area Leadership Center
317 Seventh Ave., SE, Suite 201
Cedar Rapids, Iowa 52401
319.363.8335

Waterloo Area Leadership Center
2530 University Ave., Waterloo, Iowa 50701
319.232.6601

Dubuque Area Leadership Center
2644 Pennsylvania Ave., Dubuque, Iowa 52001
563.583.9169