girl scouts of greater iowa

Volunteers – Renew Your Troop in MyGS

1. For troop renewal, see the Troops tab in your MyGS. Change the drop-down to **next year** to show renewal options for the upcoming year. Until the new membership year starts on 10/1/2017, you'll be able to see who's actively registered with the troop for both *current year* (2016-17) and *next year* (2017-18).

2. Print our handy renewal roster (included at the end of this document) to fill out girl information and get parent/guardian permission to renew.

3. Use the drop-down next to each troop member to indicate "Renew" for next year. Important: Only use Don't renew if you are 100% certain that a girl or volunteer is not renewing. If it is in question, use I'll decide later. If girls in the troop will be renewing using their Cookie Dough, leave them as "I'll decide later" in MyGS.

4. **Important**: In order to renew members of your troop, at least one troop leader must also renew, with an eligible background check on file. If you need to submit a new background check, you will be prompted to complete it before finishing renewal for troop members.

5. As you renew troop members, the green "Edit" button will allow you to update contact details for troop members. If a member requires a change in name, birth date, grade, or email, please contact us.

6. Important! **Request a valid email address for each member of your troop**, and submit those details to info@gsiowa.org. If a leader's email address is entered for everyone in the troop, it will impact your ability to log into MyGS. *Members may choose whether or not they would like to receive Girl Scout emails.*

7. Anyone helping with troop meetings or outings should be registered with a volunteer role, and will receive a request to complete a background check. Ask your friends and family network to fill the roles of **Troop Support Volunteer**, **Troop Cookie Manager**, **Troop Fall Product Manager**, or **Troop First Aid/CPR Support**. And remember, at least two unrelated adults must be listed as **Troop Leader** with every troop. It takes many hands to run a successful Girl Scout troop, so don't go it alone!

8. Leaders can **ADD A NEW MEMBER TO TROOP!** New adult volunteers will receive emails to complete the background check. For new girls, the leaders must receive parent permission before adding them to the troop.

9. You'll be prompted to complete payment for registration by credit or debit card. Troops may elect to pay for membership renewal (for girls and adults), using your troop funds! Some troops also have families reimburse for membership fees. Don't forget to involve the girls and families in the decision-making!

10. You may have some parents/guardians who would like to use Cookie Dough to pay for the membership dues. Click here for more information on how to enter that request!

    Family Tips:

    - All parents also have a MyGS login, where they can renew, edit information, and find additional Girl Scout opportunities.
    - Financial Aid for the $25 membership fee must be requested by the parent or guardian of a girl. If a girl needs to renew with financial aid, instruct her parent/guardian to log into their MyGS account.

2017-2018 Membership Renewal Roster

Troop Leaders: have parents/guardians fill out this sheet to give permission for membership renewal for the 2017-18 year. This sheet does NOT need to be turned in to Girl Scouts of Greater Iowa. If you can't collect signatures in person, that's okay. You may have parents communicate by phone, text, or email to give permission to renew their Girl Scout's membership.

Parents/Guardians: Please make a check mark in the applicable column to give your leader permission to renew your Girl Scout, and finalize your permission with your signature.

Girl Name	I (parent/ guardian) will renew my GS for next year.	I give permission for leader to renew my GS using $25 of her Cookie Dough	I give permission for leader to renew my GS *(Leaders, please clarify if troop funds will cover renewal or if parents will reimburse the troop $25 for membership)*	Parent Signature

Girl Name	I (parent/ guardian) will renew my GS for next year.	I give permission for leader to renew my GS using $25 of her Cookie Dough	I give permission for leader to renew my GS *(Leaders, please clarify if troop funds will cover renewal or if parents will reimburse the troop $25 for membership)*	Parent Signature