



Guide for Easy Annual Troop Renewal

- Suggest to the girls that part of their cookie money be used for registration fees. If girls agree, parents and guardians will only need to sign the troop roster, and the leader can complete registration for all members online prior to Sept. 29 each year.
- Have troops hold an informational meeting to guide parents through the online registration process.
- Remember, troop registration consists of a minimum of five girls and two adults.
- Position codes for volunteers are very important. Volunteers must update their position codes each year. When registration is completed, ensure all adults have designated their position codes.
- Leaders should view troop management regularly to ensure all members are registered appropriately.
- If financial assistance for a new girl or adult member please submit [Opportunity Fund Application for Registration](#) with a paper registration form.
- The service unit registrar and treasurer should be made aware of any changes in leadership or possibility of disbandment. Any team member who becomes aware of a possible disbandment situation with a troop needs to notify the rest of the team and the volunteer support coordinator.
- Hold a registration event at a service unit meeting. Consider inviting staff for troubleshooting.

