

MY2025 Renewal Troop Leader Packet

*Everything You Need for a
Successful Renewal Season!*

Keep the Fun Going!

The fun is only beginning! Don't let it stop for your Girl Scouts. Now is the time to start planning for the 2025 membership year. What is the next step for your Girl Scouts? Have they been planning a trip? Are they ready to try something new? If the answer is yes, then get a head start by renewing everyone's Girl Scout membership now for the fall!

This year Girl Scouts of Northern Illinois and GSUSA have some exciting incentives for Girl Scout members who renew early or on time. Everything is in this packet which will guide you to a successful Renewal Season and more adventures in the new year!



Renewing Your Troop and Girl Scout Memberships

Girl Scout Memberships Available for Renewal

Starting April 1, current Girl Scout members can renew their membership for the 2024–2025 membership year. Check out the Girl Scout memberships available for all members:

- **MY2025 Renewal Girl Scout membership** - This membership is for Girl Scout youth who are currently Girl Scouts. Troop leaders and parents will be able to renew their Girl Scout's membership starting April 1, 2024, through September 30, 2025. Girl Scouts who renew their membership by specific deadlines will receive incentives. Check out the incentive page for this year's incentives!
- **MY2025 Renewal Adult Girl Scout membership** - This membership is for all adult Girl Scouts who are currently Girl Scout members. Troop leaders and current adult members can renew their adult Girl Scout membership starting April 1, 2024, through September 30, 2025. Adult Girl Scout members who renew their membership by specific deadlines will receive incentives outlined on the incentive page of this packet.
- **Lifetime Membership with Gift for Graduating Seniors** - This membership is offered to Girl Scouts who are graduating high school this spring. Any graduating senior who purchases a Lifetime Membership will receive a special gift from GSUSA.
- **Lifetime Membership Discount for Volunteers with 10+ Years of Service** - This special Lifetime Membership discount is available for volunteers who have 10+ years of adult volunteer service. Volunteers who fit these criteria are welcome to renew their Girl Scout membership as a Lifetime Membership starting April 1, 2024.

How to Renew Your Troop's Memberships

If this is your first year renewing your troop, GSNI strongly recommends you take the "GSUSA Managing My Troop from My Account" gsLearn course. First year troop leaders can find this course on your **gsLearn Dashboard** starting March 15, 2024. Current troop leaders—who have not taken the course and would like to—can find the course in their **Content Library** in gsLearn.

Troop leaders can renew everyone in their troop at once through their My Account in MyGS. GSNI provides a **Renewal Roster Sheet** (see the handout section of this packet) for troop leaders to use during their Renewal Parent Meeting for parents to update information and agree that the troop leader can renew their Girl Scout and/or their adult Girl Scout membership online. Parents may opt to either wait or renew their Girl Scout's membership themselves later. For a step-by-step handout for you or your troop's parents, please see the handout section at the end of this packet for easy access to make copies.

Ways to pay for members:

1. **Troop Funds** – Troops may pay for renewal memberships for all troop members (youth and adults) if members vote to use troop funds.
2. **Parents pay** – Troop leaders can offer to renew everyone who is returning and ask the parents for the \$25 membership fee for the troop leader to take care of renewing everyone.
3. **Financial Assistance** – If a member of the troop needs financial assistance, parents can mark financial assistance when checking out. Troop leaders do not have this option for troop members. Parents must do it.
4. **Cookie Dough and Cashew Cash** – Girl Scouts who would like to use their Cookie Dough or Cashew Cash e-codes to pay for their Girl Scout renewal membership can give their code to their troop leader.

How to Renew Your Troop's Memberships ~ *cont'd*

The troop leader will follow the E-Code Reimbursement process once they use troop funds to pay for the Girl Scout's membership online.

Key things to note:

1. If you mark a current Girl Scout member as *Decide Later*, nothing will happen, and you or the Girl Scout's parent will be able to renew this member later, if they choose to renew.
2. If you mark a current Girl Scout member as *Not Returning*, an email will be sent out to the member's contact informing them they have decided not to return to Girl Scouts. Leave this option for parents to mark in their MyGS account until October 1 if the member is not returning.

Renewal Incentives

There are so many reasons to renew your troop's Girl Scout memberships now! Check out the cool renewal incentives and the deadlines to receive them below:

Individual Incentive – Early Renewal fun patches will be available for EVERY member that renews before May 31, 2024.

Troop Incentive – Troops who renew 50% of their girls and at least two adult members and turn in their completed Troop Year-end Financials (see handout section of this packet) by June 30, 2024, will qualify for the Troop Incentive. This will be an \$8 per person value which will be sent to troop leaders in the form of an E-Code.

Juliette Incentive – Every Juliette who renews their membership by June 30, 2024 will qualify for the person incentive of \$8 on a GSNI Gift Card that will be sent to the parent. Juliettes will also receive the individual incentive of the Early Renewal patch if they are renewed on or before May 31, 2024.

Service Unit Incentives

Early and On Time Renewal incentives will be available to those members who are currently registered for the 2024 membership year (MY2024) and renew their membership for the 2025 (MY2025) membership year. Troops that start with the Extended Year Program encompassing both MY2024 and MY2025 will NOT qualify for these incentives.

Early and On Time Renewal Goals for service units will be based on each service unit's Girl Scout and adult numbers as of March 15, 2024.

Adult Lifetime Members will be subtracted from these numbers prior to the goal being set.

Service units will be placed in categories—small, medium, or large—depending on the number of Girl Scouts they serve. Each category will have a different monetary incentive. Descriptions of service unit categories can be found below.

Service Unit Treasurers or Service Unit Managers will receive their service unit's renewal incentive check after October 15, 2024, once all renewal numbers are final.

- If a service unit reaches 38% of Girl Scouts renewed by June 30, 2024, they will receive the Early Renewal Girl incentive listed for their service unit size.
- If a service unit reaches 38% of adults renewed by June 30, 2024, they will receive the Early Renewal Adult incentive listed for their service unit size.
- If a service unit reaches 58% of Girl Scouts renewed by September 30, 2024, they will receive the On Time Girl incentive listed for their service unit size.
- If a service unit reaches 58% of adults renewed by September 30, 2024, they will receive the On Time Adult incentive listed for their service unit size.

Service units will receive a BONUS if they achieve all four renewal goals!

Service units will be placed in a category (small, medium or large) depending on the number of Girl Scouts they serve. Each category will have a different monetary incentive.

Renewal Incentives ~ *cont'd*

Current Service Unit Categories (as of March 15, 2023):

Small (1-200)	Medium (201-400)	Large 400+
302	304	408
308	305	412
310	410	646
312	411	
313	414	
401	619	
407	629	
563	633	
565	648	
566	651	
611	653	
613		
615		
616		
618		
623		
638		
639		
640		
19 service units	11 service units	3 service units

Monetary explanation based on service unit category size:

	Small	Medium	Large
Girl Early 38%	\$50	\$75	\$100
Adult Early 38%	\$50	\$75	\$100
Girl On Time 58%	\$50	\$75	\$100
Adult On Time 58%	\$50	\$75	\$100
Meet All Four	\$50	\$75	\$100
Possible Total	\$250	\$375	\$500

Renewal Handouts and Materials

All handouts and materials mentioned throughout this packet are found in the following pages for you to copy for your Renewal Parent Meeting. This includes an outline and sample agenda for your Renewal Parent Meeting. You can also find these handouts and materials on GSNI's Renew webpage: www.girlscoutsni.org/renew.

- Renewal Parent/Caregiver Meeting Plan
- How to Renew Your Troop
- How to Renew Your Girl Scout (for parents)
- E-Code Troop Reimbursement for Renewal Membership



For more information go to
www.girlscoutsni.org/renew

Renewal Parent/Caregiver Meeting Plan

This Parent/Caregiver Meeting can be combined with any Girl Scout Meeting plan in the Volunteer Toolkit. The Girl Scout meeting would be held in a separate room as the parent/caregiver meeting. Remember to ensure adult/Girl Scout ratios are being met in the Girl Scout meeting room.

Welcome and Introductions (10 min.)

Leader introductions.

Go over how well the year has gone and Girl Scouts' accomplishments and plans for the end of the year.

Renew Time for Next Year (15–20 min.)

Explain that Early Renewal for the next membership year opened April 1, 2024.

Discuss why it is important for the troop to renew their memberships now.

- No down time between membership year.
- The troop can continue to plan activities and meet without stopping.
- Less stress when school starts to ensure everyone is registered for the new year.

Share overview of the troop's plans for the summer and early fall if you have any that could continue without interruption.

Share this year's incentives for both the Girl Scouts and troop if members renew by specific dates.

Share the decision on who will pay for memberships (the troop or parents/caregivers) and options for payment (Cookie Dough, financial aid if needed, etc.).

Ask if there are any questions or concerns about renewing. (It's ok if a family says not at this time, or they have to think about it.)

Optional: If the troop will be paying or the troop leader is willing to renew everyone, pass the Renewal Roster sheet around for parents/caregivers to update their information and give the troop leader permission to renew their Girl Scout's membership.

Family as Part of the Formula (20 min.)

Explain how you loved having parents involved during troop meetings and trips.

Encourage them to continue volunteering with the troop or to volunteer with the troop based on the plans the Girl Scouts have for next year.

Encourage parents/caregivers who were not involved this year to get involved next year and think about registering with the troop for the upcoming year.

Using the Make Her Experience Memorable Guide

from the Volunteer Toolkit, point out that spending just a little time to help can make a big impact.

Secure adults to help with organizing and managing the calendar for troop snacks, carpool schedule, and the troop phone tree or social media page—all activities that can take as little as 15 minutes per week!

Encourage caregivers to consider other leadership opportunities listed. Emphasize they're not just welcome to lend a hand—they're wanted!

Let them know if there will be a special event to celebrate the accomplishments of the Girl Scouts at the end of the year and the details of the event.

Optional: Next Level Information (10 min.)

If the troop is bridging to the next level, outline costs to parents and caregivers (sash or vest and other supplies needed for the year), or if the troop is paying for specific uniform pieces, let the parents know.

Wrap It Up (10–15 mins)

Remember both meetings will wrap up/close together. Girl Scouts should join their parents/caregivers.

Make sure everyone has your phone number, email address, and all the information about the next troop meeting (date, time, location, and any supplies Girl Scouts will need to bring).

Collect forms but leave time for questions, concerns, and simply to get to know people better.

Invite Girl Scouts and caregivers to form a circle, cross arms, and then join hands. Close the meeting with a Friendship Squeeze. First, ask for a volunteer to start the squeeze. If needed, use the Quiet Sign to get everyone settled.

Say:

Think of a silent wish you would like to pass along.

Once you get the wish and the squeeze passed to you, then you'll use your right hand to squeeze the hand of the friend next to you, and it will travel around the circle.

The last person to have their hand squeezed will say, "Goodbye, Girl Scouts."

Ready?

Ask the Girl Scout who volunteered to start the Friendship Squeeze. After the squeeze has gone all the way around the circle, the Girl Scout who began the squeeze says, "Goodbye, Girl Scouts."

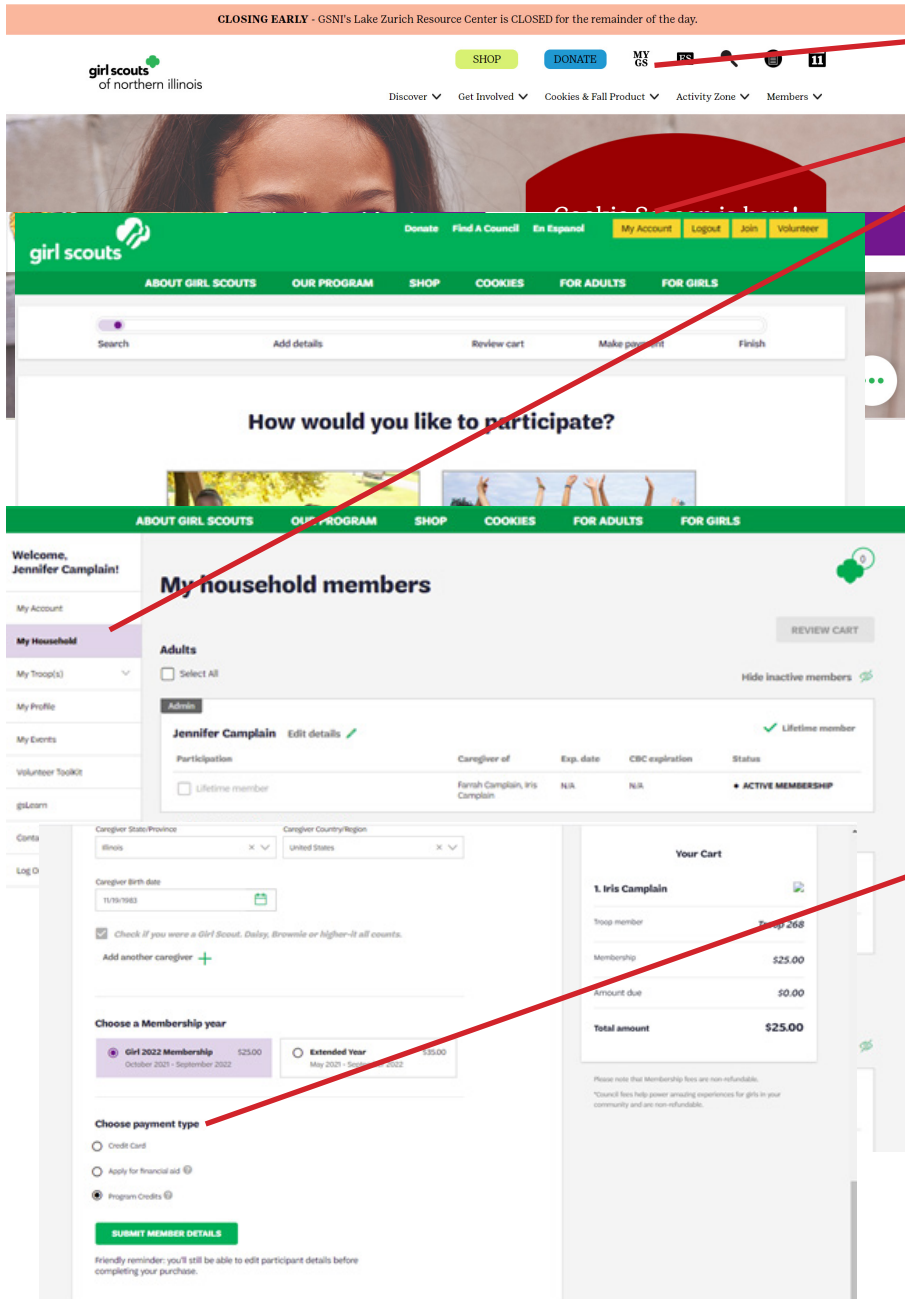
Now everyone raise your joined hands and twist clockwise out of the circle so everyone is untwisted and facing away from the circle.

The next meeting is...

See you next time, Girl Scouts!

Follow up with a thank you! Keep the conversation going all year via email, in-person chats, and/or social media. Updating caregivers on troop activities helps them feel more invested and gives them a chance to build on their Girl Scout's experience at home!

Steps to Renew Your Girl Scout's Membership



1. Log into your MYGS Community Member Profile.
2. Click on My Account.
3. Click on My Household
4. Click any adult and youth members you want to renew along with the SELECT All box to ensure you renew all positions within the troop for each adult and youth member returning. Uncheck any box related to a position that the member is not returning for.
5. Click add Renewal
6. Confirm Member Details for each Girl Scout member you are renewing.
7. Select the Membership year you want.
8. Choose payment type and enter payment details.
9. Click on submit member details
10. Click on Review Cart
11. Check mark "I agree to the Girl Scout Promise and Law"
12. Scroll down and click "Submit"

For Your Information:

Girls can choose to use their Cookie Dough or Cashew Cash to renew their membership. If this is the case, please contact your troop leader, so they can follow the process for all GSNI e-codes.

Steps to Renew Your Troop's Membership

The screenshot shows the 'My household members' page on the Girl Scouts of Northern Illinois website. The page is titled 'Welcome, Jennifer Caplain!' and 'My household members'. It features a table of members with columns for Participation, Caregiver of, Exp. date, CBC expiration, and Status. A 'Your Cart' section shows the total amount due for membership renewal.

Participation	Caregiver of	Exp. date	CBC expiration	Status
<input type="checkbox"/> Lifetime member	Farah Caplain, W's Caplain	N/A	N/A	ACTIVE MEMBERSHIP

Your Cart

1. Iris Caplain	
Troop member	Troop 268
Membership	\$25.00
Amount due	\$0.00
Total amount	\$25.00

1. Log into your MYGS Community Member Profile.
2. Click on My Account.
3. Click on My Troop
4. Click any adult and Girl Scout members you want to renew
5. Click Renew
6. Confirm Member Details for each Girl Scout member you are renewing.
7. Select the Membership year you want.
8. Choose payment type
Note: Only parents are able to choose Apply for Financial Aid.
9. Update their information as needed.
10. Click on submit member details
11. Click on Review Cart
12. Check mark "I agree to the Girl Scout Promise and Law"
13. Scroll down and click "Submit"

Congratulations!

You're renewed for another year of Girl Scouting!

For Your Information:

Girls can choose to use their Cookie Dough or Cashew Cash to renew their membership. If this is the case, please follow the process for all GSNI e-codes. Troop Leaders can review a step by step video on how to renew your troop in the GSUSA Managing My Troops from My Account course in gsLearn.

You can find this course in your Content Library.

Steps to Submit Your Year-End Financials

Due: June 30, 2024

How to submit: You may submit them either electronically or turn in paper copies.

Paper copies: Drop off at one of our Resource Centers or make arrangements to give to your Member Support Specialist.

Electronically: Email to customer-care@girlscoutsni.org or attach the three items listed

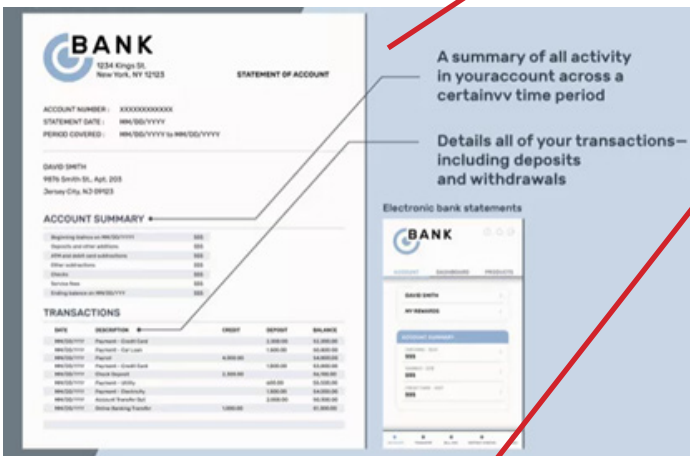
below to the Finance Tab in Volunteer Toolkit. If those don't work, reach out to your Member Support Specialist.

What to submit: Three items must be submitted for year-end financials to be marked complete: Annual Finance Report cover sheet, bank statements, and troop ledger (see samples and details below).

1. **Annual Finance Report** - Completed and signed by both account holders

2. **Bank Statements**- 12 statements (June–May) for troops started prior to Membership Year 2024 (MY24) Statements from first month account was opened to end of May for troops new this year (MY24)

3. **Troop Ledger** - A list of expenses and deposits with a start balance, a description of the transactions, and an end balance



Congratulations!
You've have submitted your Troop Financials for another year of Girl Scouting!

Troop: 1234		2023-2024 Membership Year		Beginning Balance	100.00
Date	Check #/ Category	Description	Income	Expense	Balance
10/1/2023	Troop/Group Dues	Dues (Sarah, Jessica, Parker)	75.00		\$175.00
10/2/2023	Troop/Group Dues	Dues (Sally, Jessie, Raphael)	75.00		\$250.00
10/5/2023	123 Supplies	Dollar Tree - supplies & snacks for meetings		25.65	\$224.35
11/1/2023	124 Program Events/Trips	Roller Skating Party		80.00	\$144.35
11/2/2023	125 Badges, Patches & Uniforms	GSNI - skate patches		12.00	\$132.35
3/1/2024	Cookies	Cookies - Sarah	160.00		\$292.35
3/2/2024	Cookies	Cookie Booth - Dunkin Donuts - 02-26	280.00		\$572.35
3/5/2024	Cookies	GSNI - initial cookie sweep		140.00	\$432.35
3/10/2024	Program Events/Trips	Baseball game tickets		100.00	\$332.35
5/15/2024	126 Miscellaneous	End of year pizza party		74.98	\$257.37
5/30/2024	GSUSA Registration Fees	Troop Renewal for MY25		150.00	\$107.37
					End Balance

