

This document will provide family/household adults and Troop Leaders with a guide to purchase Lifetime Memberships for adults and graduating Ambassador Girl Scouts through your MyGS account portal. If you plan to use a Product Program Reward card to purchase a Young Alum Lifetime Membership, use the [Young Alum Lifetime Membership form](#) and follow the instructions on screen or use the [Purchasing Lifetime Membership with Product Program Reward Card](#) print instructions to help you complete your Lifetime Membership purchase. Please check our [Membership Renewal](#) webpage for information on renewal rewards. This document will provide instructions for both Family/Household Lifetime Membership Purchase (pages 1 – 4) and Troop Leader Lifetime Membership Purchase (pages 5 – 7).

## WHAT ARE THE BENEFITS OF LIFETIME MEMBERSHIP?

Lifetime members never have to worry about paying for Girl Scout membership, you are a Girl Scout for life! Lifetime members receive a special lifetime membership pin, invitations to special events, and enjoy many perks and discounts. Learn more at <https://www.girlscouts.org/lifetime>.

## LIFETIME MEMBERSHIP PRICING

Adult Lifetime Membership	Young Alum Lifetime Membership (Ages 18-29)	10+ Year Volunteer
Supporters and volunteers who are 18 years or older	Girl Scout alums who are under the age of 30	Current volunteers with ten or more years of service
\$400	\$200	\$200

## FAMILY/HOUSEHOLD LIFETIME MEMBERSHIP PURCHASE

Follow these steps to upgrade your Adult or Graduating Ambassador annual Girl Scout membership to a Lifetime membership through your MyGS Account Portal, Household Tab.

### 1. My Household

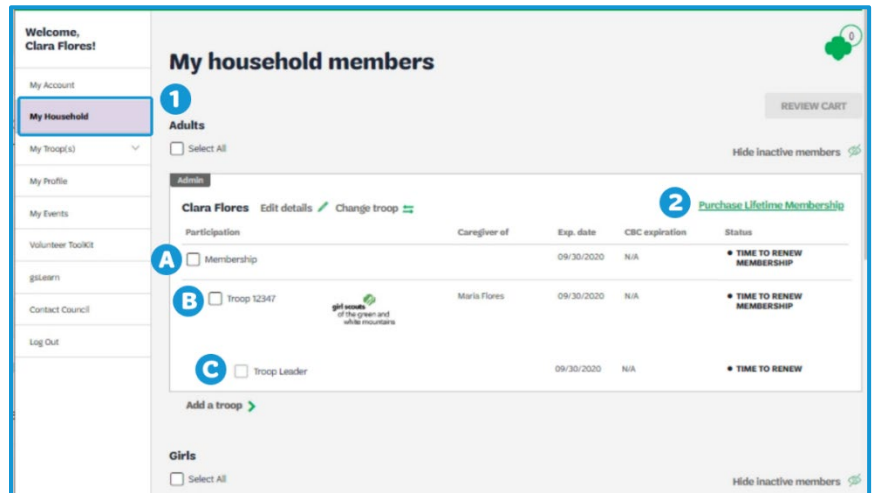
Login to your MyGS account <https://mygs.girlscouts.org/> and select the **My Household** tab from the left side menu.

### 2. Adult Lifetime Membership Purchase

Adults may upgrade to Lifetime membership at any time of the year. During renewal (Apr 1 – Sep 30), make sure to select all the checkboxes that apply to renew your:

- A. Membership
- B. Troop Affiliation
- C. Volunteer Role

*\*Note: If you are not renewing membership to a troop, do not check the Troop checkbox. Also, uncheck any volunteer roles that you do not plan to renew next year.*



### 3. Graduating Ambassador Lifetime Membership Purchase

During Renewal Season (Apr 1 – Sep 30) Ambassador Girl Scouts become eligible to renew as Adult. This happens automatically in the MyGS system and you will see **RENEW AS ADULT** appear for eligible girls and the option to Purchase Lifetime Membership will show under each eligible girl and will also be available as a purchase option at checkout. **NOTE:** Ambassador Girl Scouts are eligible for Young Alum Lifetime Membership at the discounted price of \$200.

A. To just renew membership select the membership checkbox. If the girl will participate as an adult in the same troop, also check the troop checkbox.

B. If renewing all the girls listed you can click **Select all**, then

deselect any girls you will not renew or deselect the troop checkbox if they will not be part of the same troop next year.

C. Click **Purchase Lifetime Membership** to purchase a lifetime membership without a troop affiliation.

D. Once you selected all the girls and adults you want to renew or purchase memberships for, click **Add Renewal**.

The screenshot shows the 'Girls' management interface. At the top left, there is a 'Select All' checkbox labeled 'B'. On the right, there is a 'Hide inactive members' link and a notification icon '3'. Below this, the name 'Maria Flores' is displayed with 'Edit details' and 'Change troop' options. A 'Purchase Lifetime Membership' button labeled 'C' is visible. The main table has columns for Participation, Caregiver(s), Exp. date, Program level, and Status. Two rows are shown: one for 'Membership' with a checkbox 'A' and a 'RENEW AS ADULT' status, and another for 'Troop 12347' with a checkbox 'A' and a 'RENEW AS ADULT' status. At the bottom right, there is an 'ADD RENEWAL' button labeled 'D'.

### 4. Confirm Adult Member Details

Confirm or update member information details for all memberships you are purchasing or renewing.

For adults, the Participation Type Options are:

- Adult member (Adults)
- Volunteer (Adults). **Note:** selecting this option, will also prompt you to select a Volunteer Position and

troop and will generate an email from theadvocates@sterlingvolunteers.com that will include instructions to complete an electronic background check.

The screenshot shows the 'Confirm member details' form for Clara Flores. The form is titled '1. Clara Flores' and is associated with 'Troop 12347'. It has several fields: 'Participation type' with a dropdown menu set to 'Volunteer (Adults)', 'Troop(s)' with a dropdown menu set to 'Troop 12347', 'Volunteer position(s) for Troop 12347' with a dropdown menu set to 'Troop Leader', 'First name' with the text 'Clara', and 'Last name' with the text 'Flores'. There are also notification icons '2' and '4' in the top right corner.

## 5. Select Membership Year

The system will auto-generate membership options. You will only see the options available that you qualify for:

- **10+ Year Volunteer Lifetime Membership** will be available for all current volunteers with ten or more years of service.
- **Lifetime membership** will show for all adult memberships supporters and volunteers who are 18 years or older.
- **Young Alum Lifetime Membership** will show for all Girl Scout alums who are under the age of 30 and for graduating seniors who are 18 years old or in 12<sup>th</sup> grade.
- **Next Year - 2022** membership will show during renewal time in case you change your mind and want to purchase Annual Membership.

**Choose a Membership year** 5

**10 Year+ Volunteer Lifetime Membership** \$200.00  
Become a Girl Scout for life!

**Lifetime Membership** \$5400.00  
Become a Girl Scout for life!

**Next Year - 2022** \$25.00  
October 2021 - September 2022

**Young Alumnae Lifetime Membership** \$200.00  
Girl Scout for life

**Choose payment type**

Credit Card 6

**NEXT PARTICIPANT**

Remove participant X

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

2. **Carrie Stevenson** Troop Demo 12345

## 6. Choose Payment Type

Select how you will pay (Credit Card) and click **Next Participant** to move on. You will complete steps 4-6 for all memberships. Once you are done adding member details, membership year, and payment type, you will be prompted to **Submit Member Details**.

**NOTE:** Financial Assistance is not an option for Lifetime membership purchase. If graduating Ambassador Girl Scouts want to use Product Program Reward Cards to purchase Young Alum Lifetime Membership, use the [Young Alum Lifetime Membership Form](#).

## 7. Confirm Member Details

You will have an additional chance to review your memberships or to add additional renewals for household members, renew a troop member, or register a new member. Once you are done adding all membership purchases and renewals, click **Review Cart**.

**Confirm member details**

1. **Clara Flores** Troop Demo 12347 ✓

2. **Maria Flores** Troop Demo 12347 ^

I would like to:

Renew a household member >

Renew a troop member >

Register a new member > 7

**REVIEW CART**

## 8. Review your cart

- Review the renewals in your cart.
- Accept the Girl Scout Promise and Law.
- Add a donation to GSNorCal if you choose.
- To move on click **Add Payment Details**.

## 9. Payment details

- Enter your payment information.
- Select a Billing Address
- Review the information click **Submit Payment**

## 10. Confirmation

Success! You have purchased your lifetime memberships!

- You will receive a confirmation message when your renewal order is complete.
- Click **Print Receipt** to print a copy of your receipt for your records.
- Click **Manage My Account** to see your newly purchased memberships in your “My Household” tab in your MyGS account. **NOTE:** The system will need a few minutes to update before it is visible on your screen.

## 11. Verify Changes

Logging back into your MyGS account “Household” Tab will show the updates.

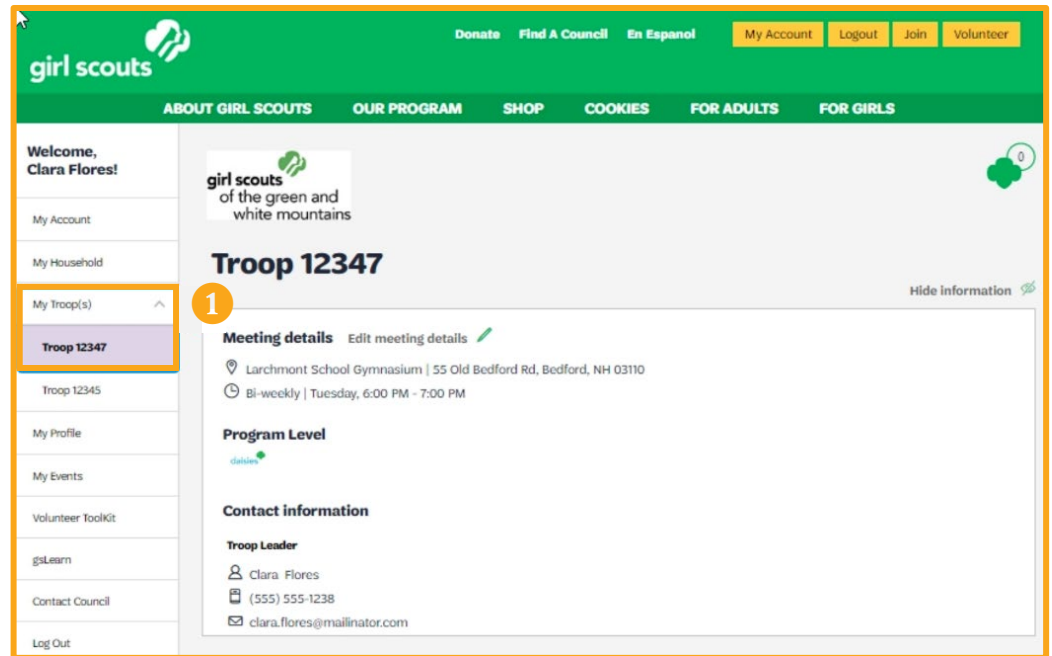
- Shows Lifetime member
- Adult members without a volunteer role will show “NA” under CBC expiration. Adults who choose “Volunteer” Participation type will be prompted to complete an electronic background check. The CBC expiration will show pending while it is in process and will have a 3 year expiration date once it is processed.
- The volunteer role shows as pending because it will not take effect until the start of the following membership year.

## LIFETIME MEMBERSHIP PURCHASE BY THE TROOP LEADER

Troop leaders can use Troop funds (with girl agreement) to purchase Lifetime Memberships during spring renewal (Apr 1 – Sep 30) for the graduating Ambassador girls in their troop. Note: Ambassador Girl Scouts who would like to use Product Program Reward Cards to purchase Young Alum Lifetime Membership should use the [Young Alum Lifetime Membership Form](#).

### 1. My Troops

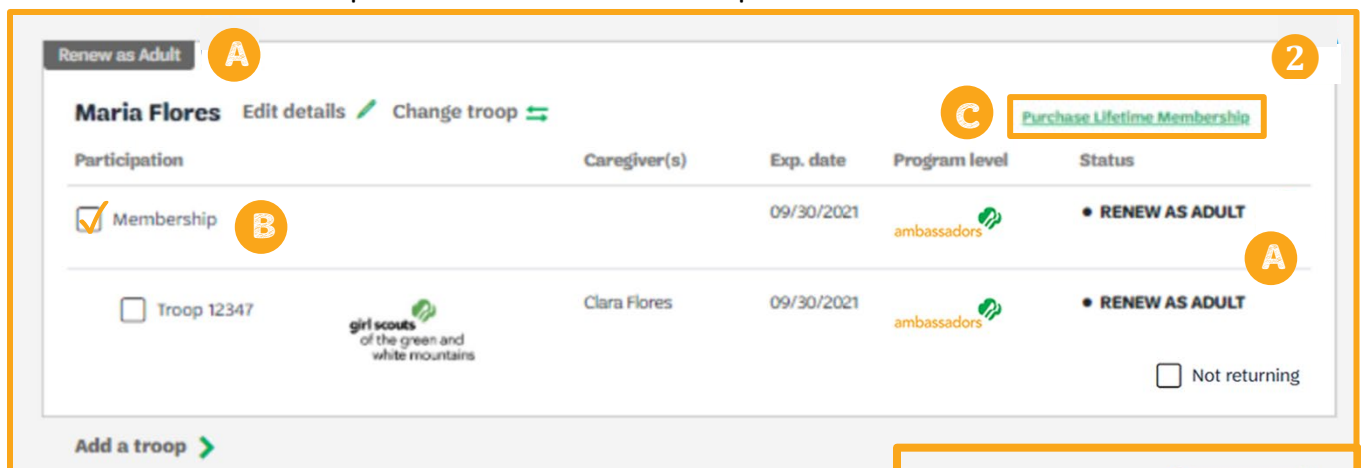
Log in to your MyGS account <https://mygs.girlscouts.org/> and select the **My Troops** tab from the left side menu. Then make sure to select the appropriate troop from the left side menu.



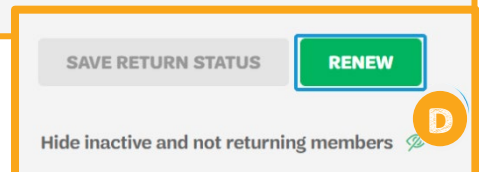
### 2. Renew Your Girls As Adult Members

Scroll down and find the girl or girls you will renew as Young Alum Lifetime Members.

- A. The system will identify all girls 18 years old or in 12<sup>th</sup> grade and label them as **Renew As Adult** under the status column and in the upper left hand corner above their name.
- B. To renew girl's membership and keep her adult affiliation with the troop select both membership and troop.
- C. If you will just be purchasing Lifetime membership and the girl will no longer have an affiliation with the troop, select Purchase Lifetime Membership and DO NOT select the checkboxes. Or only select the Membership checkbox and not the troop checkbox.



- D. **Start the renewal process.** When you are done making all your girl selections, click **Renew** or **Add Renewal**.



### 3. Confirm Membership Details

Confirm or update member information details for all memberships you are purchasing.

**A. Participation Type** Since the girls will now be registered as adults the Participation Type will default to **Volunteer (Adults)**. The troop will auto-populate. Choose **Graduating Seniors** from the Volunteer position(s) for troop drop-down.

**B. Contact Information** Each girl's contact information will auto-populate, update if necessary. DO NOT select "Use my primary address" as that will update the girl's address to the troop leader's or person who is registering.

**C. Checkboxes** Check the box that the girl was a Girl Scout Daisy, Brownie or higher. DO NOT check "Grant this person access to my household."

**D. Personal Information** Girl's ethnicity, race, gender, and birth date will be auto-filled.

**E. Phone Number** Make sure to include an updated phone number.

**F. Email** Every adult must have a unique email address in the system. Enter the girl's email address.

**G. Membership Type** Choose the membership type. Based on the girls age and grade, the discounted Young Alumnae Lifetime Membership option will auto-populate as a Membership option.

**3** Confirm member details 2

**1. Maria Flores** Renew as Adult Troop 12347

Participation type: Volunteer (Adults) Troop(s): Troop 12347

Volunteer position(s) for Troop 12347: **Graduating Seniors**

First name: Lynelle Last name: Flores

Use my primary address

Street address: 692 Bedford Rd Street address line 2:

Zip/Postal code: 03070 City: New Boston

State/Province: New Hampshire Country/Region: United States

Check if you were a Girl Scout. Daisy, Brownie or higher-it all counts.

Grant this person access to my household.

Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the U.S. Census Bureau), you ensure support and funding for girls in your community. Hispanic/Latina is defined as an ethnicity, not a race, therefore is reported separately. This information is used for statistical purposes only.

Ethnicity: Hispanic Race(s): Other Races

Gender: Female Birth date: 01/20/2002

Phone number: Phone number Phone type: Mobile

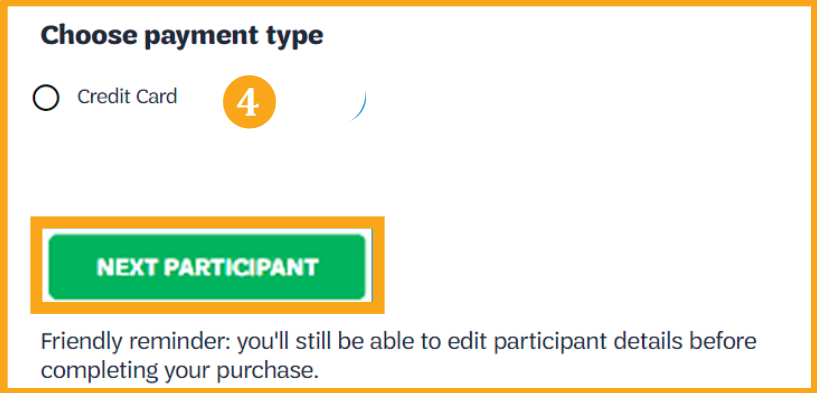
Email address: Email address

**Choose a Membership year**

- Young Alumnae Lifetime Membership** \$200.00 Girl Scout for life
- Adult 2022 Membership** \$25.00 October 2021 - September 2022
- Extended Year** \$35.00 May 2021 - September 2022

4. **Payment Type** Select how you will pay (Credit Card) and click **Next Participant** to move on. You will complete steps 3-4 for all memberships. Once you are done adding member details, membership year, and payment type, you will be prompted to **Submit Member Details**.

**NOTE:** Financial Assistance is not an option for Lifetime membership purchase. If graduating Ambassador Girl Scouts want to use Product Program Reward Cards to purchase Young Alum Lifetime Membership, use the [Young Alum Lifetime Membership Form](#).



**Choose payment type**

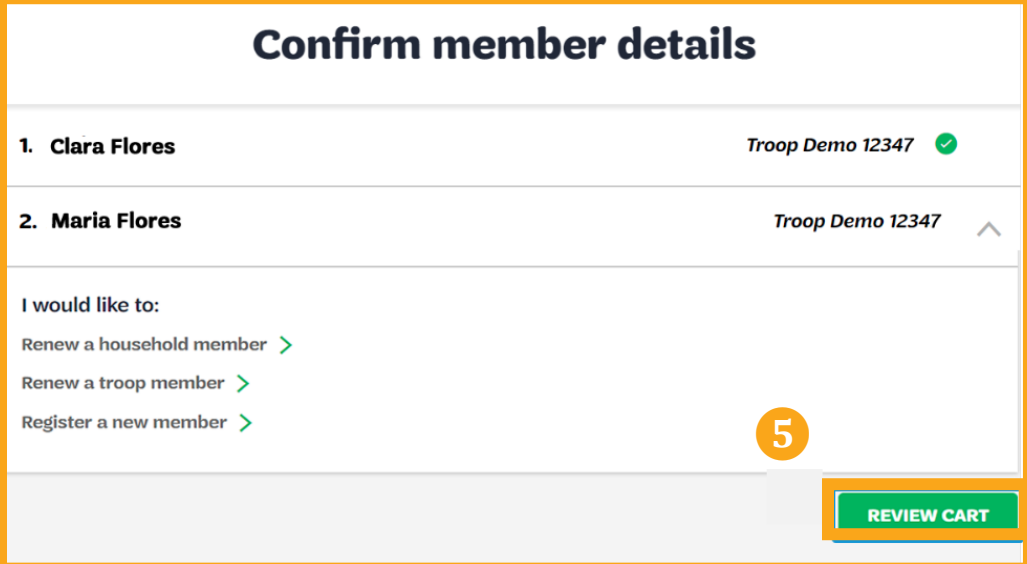
Credit Card **4**

**NEXT PARTICIPANT**

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

5. **Confirm Adult Member Details**

You will have an additional chance to review your memberships or to add additional renewals for household members, renew a troop member, or register a new member. Once you are done adding all membership purchases and renewals, click **Review Cart**.



**Confirm member details**

1. **Clara Flores** Troop Demo 12347 ✓

2. **Maria Flores** Troop Demo 12347 ^

I would like to:

Renew a household member >

Renew a troop member >

Register a new member >

**5**

**REVIEW CART**

6. **Review Cart, Confirmation, and Verify Changes**

The rest of the steps will be the same as Household Registration. See Page 4 of this document for screenshots of this process.