

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 [Council Credit for Membership form](#) and follow the instructions on screen. 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

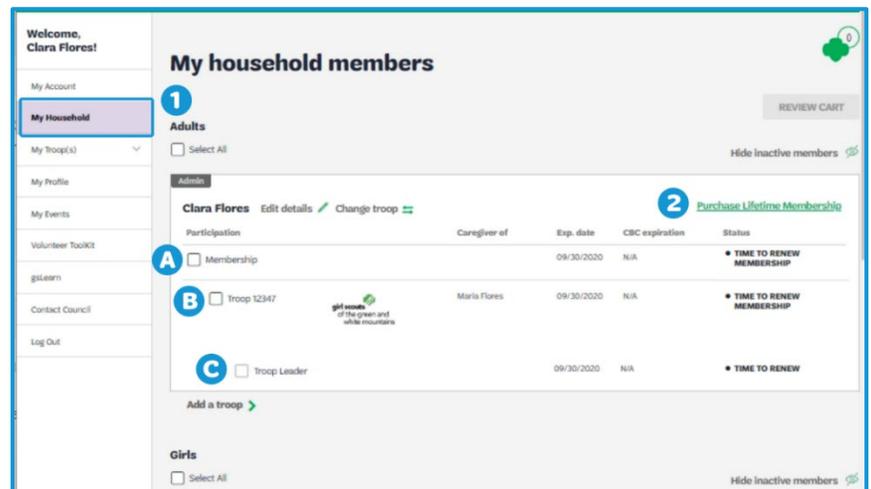
Login to your MyGS account <https://mygs.girlscouts.org/> and select the **My Household** tab from the left side menu.

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'. The main content area lists members. The first member is 'Maria Flores' with options to 'Edit details' and 'Change troop'. Below her name is a 'Participation' table with columns for 'Participation', 'Caregiver(s)', 'Exp. date', 'Program level', and 'Status'. There are two rows in this table, both with checkboxes in the 'Participation' column. The first row is for 'Membership' and the second is for 'Troop 12347', both labeled 'A'. The 'Status' column for both rows shows 'RENEW AS ADULT'. To the right of the table is a 'Purchase Lifetime Membership' button labeled 'C'. 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' in 'Troop 12347'. The form has a notification icon '2' in the top right. The main heading is '1. Clara Flores' with a dropdown for 'Troop 12347'. Below this are several fields: 'Participation type' with a dropdown menu showing 'Volunteer (Adults)', 'Troop(s)' with a dropdown menu showing 'Troop 12347', 'Volunteer position(s) for Troop 12347' with a dropdown menu showing 'Troop Leader', 'First name' with a text input field containing 'Clara', and 'Last name' with a text input field containing 'Flores'. A notification icon '4' is in the bottom 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 12th grade.
- **Next Year** membership will show during renewal time in case you change your mind and want to purchase Annual Membership.

The screenshot shows a form titled "Choose a Membership year" with a circled "5" in the top right. There are three membership options, each with a radio button and a price:

- 10 Year+ Volunteer Lifetime Membership** \$200.00
Become a Girl Scout for life!
- Lifetime Membership** \$400.00
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

Below the options is a section titled "Choose payment type" with a circled "6" in the top right. It has a radio button for "Credit Card". A green button labeled "NEXT PARTICIPANT" is visible. To the right of the button is a "Remove participant" link with a close icon. Below the button is a friendly reminder: "Friendly reminder: you'll still be able to edit participant details before completing your purchase." At the bottom of the form, it says "2. Carrie Stevenson" and "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 [Council Credit for 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**.

The screenshot shows a form titled "Confirm member details" with a circled "7" in the top right. It lists two members:

- 1. **Clara Flores** Troop Demo 12347 ✓
- 2. **Maria Flores** Troop Demo 12347 ^

Below the list is a section titled "I would like to:" with three options, each with a right-pointing arrow:

- Renew a household member >
- Renew a troop member >
- Register a new member >

At the bottom right of the form is a green button labeled "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.

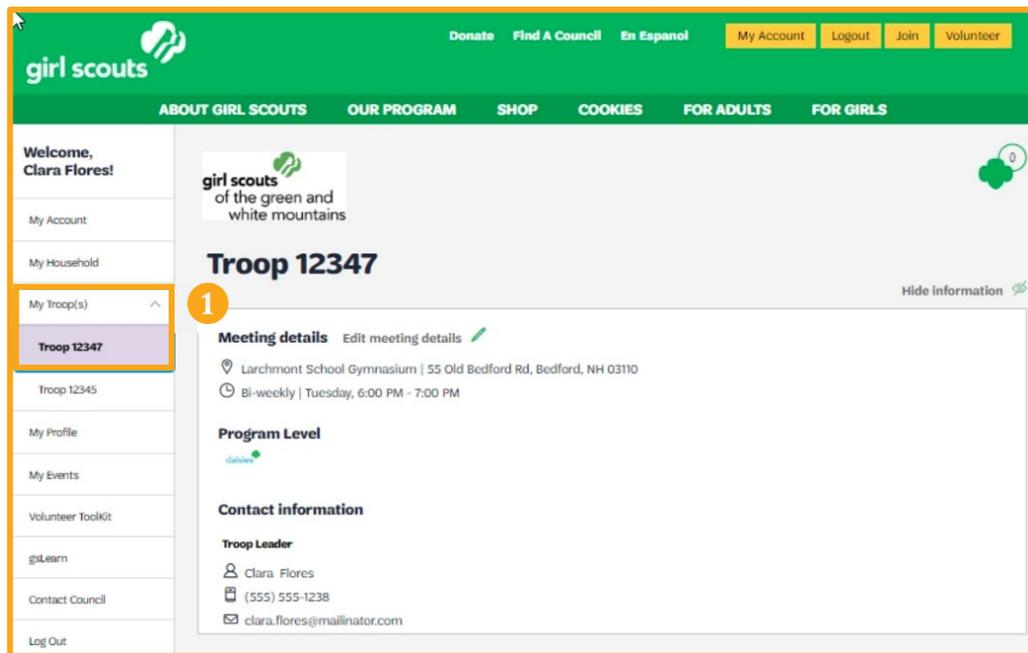
- Shows Lifetime member
- Adult members without a volunteer role will show “NA” under CBC expiration. Adults who choose “Volunteer” Participation type will be prompted to complete an electronic background check. The CBC expiration will show pending while it is in process and will have a 3 year expiration 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 [Council Credit for Membership Form](#).

1. My Troops

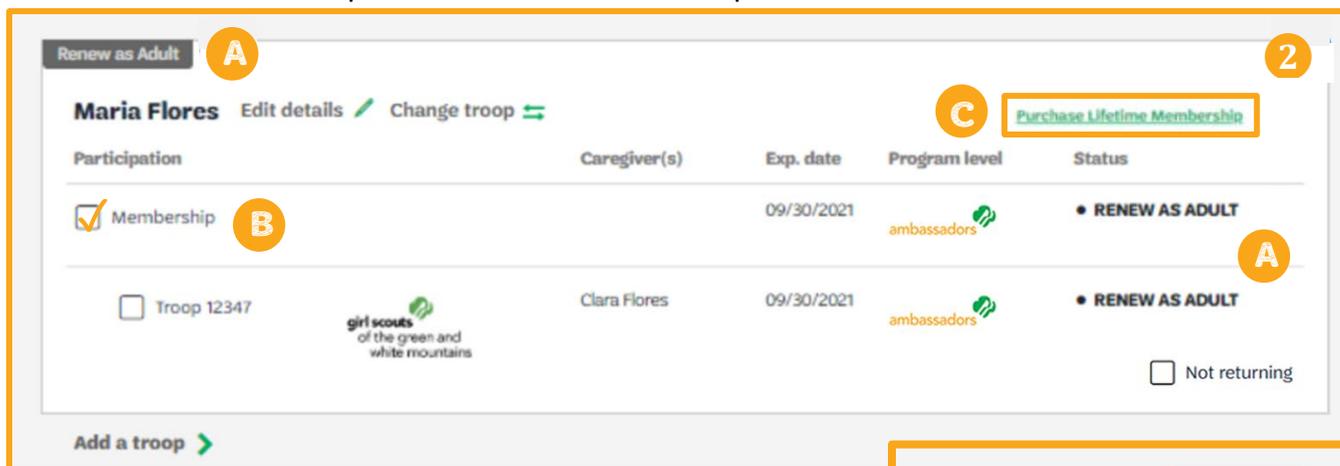
Log in to your MyGS account <https://mygs.girlscouts.org/> and select the **My Troops** tab from the left side menu. Then make sure to select the appropriate troop from the left side menu.



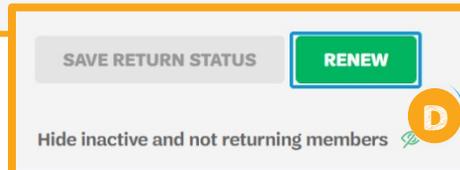
2. Renew Your Girls As Adult Members

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 12th 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 **A**
Volunteer (Adults) Troop(s)
Troop 12347

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

First name Last name
Lynelle Flores

Use my primary address **B**

Street address Street address
692 Bedford Rd Street address line 2

Zip/Postal code City
03070 New Boston

State/Province Country/Region **C**
New Hampshire 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 Race(s)
Hispanic Other Races

Gender Birth date **D**
Female 01/20/2002

Phone number Phone type **E**
Phone number Mobile

Email address **F**
Email address

Choose a Membership year

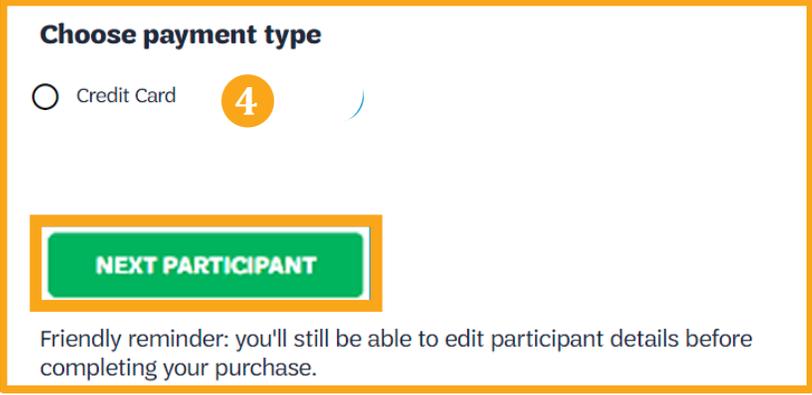
Young Alumnae Lifetime Membership \$200.00
Girl Scout for life **G**

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 [Council Credit for Membership Form](#).



Choose payment type

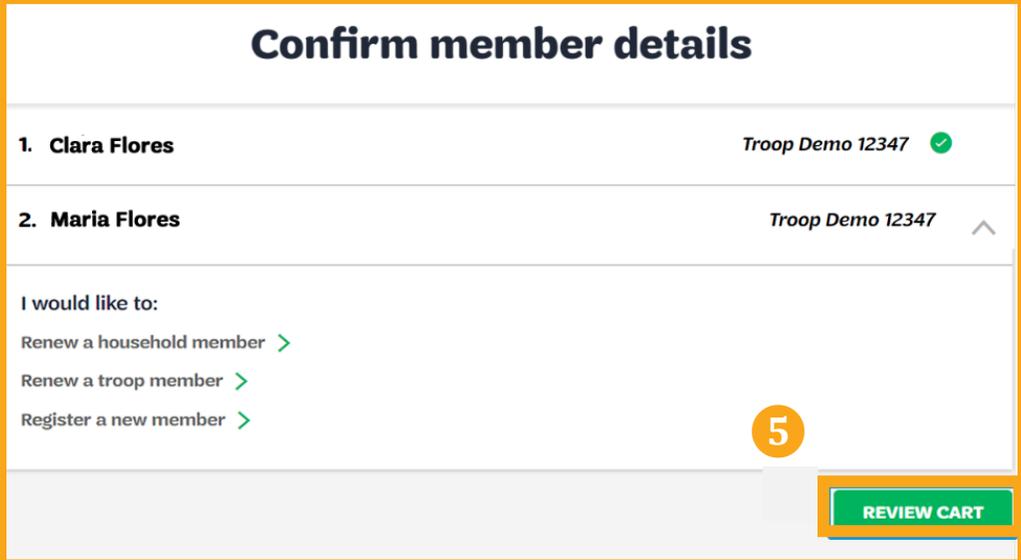
Credit Card **4**

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.