

MEMBERSHIP CHANGE FORM

When submitting this form the following sections must be completed: 1, 2, 3 & 5. You can add any additional actions needed in section 4. Also, if you know your iMIS ID# please include it, otherwise that can be left blank. Thank you!

Please email form to Registration@girlscoutsrv.org or mail to St. Paul Service Center, 400 Robert Street South, St. Paul, MN 55107 for processing.

① RECORD TO UPDATE		
<small>GIRL NAME / ADULT NAME (LAST, FIRST, MI)</small>	<small>PARENT/GUARDIAN NAME (LAST, FIRST)</small>	
② MEMBERSHIP ACTION REQUESTED		
<input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Transfer (i.e. from Troop to Troop) <input type="checkbox"/> Merge <input type="checkbox"/> Delete <input type="checkbox"/> Other (specify) -	<input type="checkbox"/> Membership Records <input type="checkbox"/> Address / Phone numbers <input type="checkbox"/> Relationship (e.g. vol. positions; troop/group affiliation; school association; parent etc.) <input type="checkbox"/> Activity Record (e.g. meeting; training; etc.) <input type="checkbox"/> Other (specify) -	
③ CUSTOMERS INFORMATION - CHANGE /ADD / MERGE / TRANSFER		
OLD INFORMATION	NEW INFORMATION	
IMIS ID: Troop Number:	IMIS ID: Troop Number:	
Service Unit Name:	Service Unit Name:	
Council Name:		
Name:	Name:	
Street Address:	Street Address:	
City, State Zip Code:	City, State Zip Code:	
Home Number: Work Number:	Home Number: Work Number:	
<input type="checkbox"/> Cell or <input type="checkbox"/> Pager number:	<input type="checkbox"/> Cell or <input type="checkbox"/> Pager number:	
④ ADDITIONAL CHANGES NEEDED		
⑤ FORM SUBMITTED BY:		
Name:	Phone:	Date:
⑥ THIS SECTION FOR OFFICE USE ONLY		
Activity Category <small>(e.g. Meeting; Volmgmt; etc.)</small>	Relationship or Activity Type Code <small>(e.g. DES090SU, DES029COU, T00, T02 etc.)</small>	Relationship or Activity Description for Type Code <small>(e.g. SU Manager For, Council Trainer For, Orientation, Daisy PAL Training etc.)</small>
List all actions taken:		
Form completed by:	Date completed:	