



Your Year of

Growth

Early Renewal
Troop Toolkit

Early Bird Renewal offers benefits for both the Girl Scout and the troop! The earlier your troop renews, the more benefits you earn! Early Bird renewal offers a convenient way to renew your entire troop all at once. All Girl Scout memberships must be renewed for the new Girl Scout year to remain active: October 1, 2025 – September 30, 2026.

What do Girl Scouts get when they renew during Early Bird?



One less headache for you and caregivers in the fall! If she renews in the spring, she can jump right into programming again in the fall with no disruptions.

In addition, each girl will receive a discount off their GSUSA Membership Registration as well as an exclusive GSMIDTN Renewal Patch.

National membership dues are \$45 for girls and \$30 for adults, and these fees go directly to GSUSA. With this incentive, member registrations will be subsidized by GSMIDTN to cost \$25 per girl/\$10 per adult through April 30 and \$35 per girl/\$20 per adult through May 27.

What do Troop Leaders get when they participate in Early Bird?

Time! Save yourself the hassle of chasing down registrations in the fall by taking care of it during Early Bird. Early Bird Renewal is the only time during the year a Troop Leader can register their entire troop! Plus, get started on planning your year sooner, knowing how many girls are participating in your troop.

Volunteers are the real MVPs! As a thank you for your commitment to her success, every troop will receive two FREE GSUSA memberships.

Additional adults registered will be eligible for the discounted membership relative to the tier in which they registered - \$10 per member through April 30 and \$20 per member through May 27.

Please notify your RE who is receiving the two free memberships before you complete Early Bird Renewal registration.

What do Troops get when they participate in Early Bird?

April 1-8

Troops that renew at 100% by April 8 will receive an extra 2% in Fall Product proceeds

April 1-30

Troops that renew at 100% from April 1-30 will receive \$20 in program credit
(which can be applied to any council-sponsored program or Campativity)

May 1-27

Troops that renew at 100% from May 1-27 will receive \$10 in program credit
(which can be applied to any council-sponsored program or Campativity)

Troops that renew at 80% during Early Bird Renewal (April 1-May 27) will be entered to win one of our Troop Opportunities. Each week, the troops that reach 80% will be given a new entry. The earlier a troop registers, the more entries they earn—up to 8 entries. Troop Opportunities are one per troop.

(Troop Opportunities listed on the next page)

What do volunteers get when they participate in Early Bird?

Every volunteer who registers during Early Bird Renewal will be entered to win one of the following opportunities:

- Complimentary registration for AAW (3 opportunities to win)
- Complimentary registration for FVC (5 opportunities to win)
- Registration for Wilderness First Aid, Advanced Outdoor Skills, OR Archery (2 opportunities to win)

What do Service Units get when they participate in Early Bird?

- Service Units that reach at least 80% girl renewal will receive priority reservation for a Camporee in Spring 2026 OR complimentary booking for the Sycamore Hills Multi-Purpose Building or Josephine's Lodge at Camp Holloway
- Service Units that reach at least 70% girl renewal will receive and adventure/camp activity credit of up to \$10/girl for an SU Camporee or Event held at a GSMIDTN property

Please see the [Troop Opportunities](#) and [Incentive Overview](#) pages for more information

Troop Opportunities



Build a Bear Party

2 Opportunities

Parties will be offered during normal Cabin hours. If you would like a party outside of these hours, an additional administrative fee is required.

Weekend at GSMIDTN Camp of Choice

3 Opportunities

Includes cabin rental (from Friday to Sunday), one adventure activity, and customizable outdoor cooking experience with foil packs. Excludes multi-purpose building.

\$100 Gift Card to the Cabin (Retail store)

5 Opportunities

Troop Banner

3 Opportunities

Personalized with troop number

Cookie Booth Bundle- \$100 Value

6 Opportunities

Items will depend on availability

Cookie Rally Kit- \$30 Value

3 Opportunities

Items will depend on availability

Early Cabin Booking for high priority month

3 Opportunities

October, April, or May

Free registration to a higher cost Partner Program estimated value \$40-60 per girl

3 Opportunities



NEW!

Troops that renew at 100% by April 8 will receive an extra 2% in Fall Product proceeds

Incentive Breakdown

Early Bird Renewal offers benefits for both the Girl Scout and the troop! **

| | April 1-30 <i>(Early Bird – Tier 1) †</i> | May 1-27 <i>(Early Bird – Tier 2)</i> |
|----------------------------------|---|---|
| Girl Renewal * | <u>\$20</u> off GSUSA Registration GSMIDTN Early Bird Patch | <u>\$10</u> off GSUSA Registration GSMIDTN Early Bird Patch |
| Troop Renewal ‡ | Two FREE Adult GSUSA Registrations | |
| 100% Troop Renewal § | Troops that renew at 100% by April 30 will receive <u>\$20</u> in program credit | Troops that renew at 100% between May 1-27 will receive <u>\$10</u> in program credit |
| 80% Troop Renewal | Troops that renew at 80% during Early Bird Renewal (April 1-May 27) will be entered to win one of our Troop Opportunities | |
| Service Unit (SU) Renewal | <ul style="list-style-type: none"> Service Units that reach at least 80% girl renewal will receive priority reservation for a Camporee in Spring 2026 OR complimentary booking for the Sycamore Hills Multi-Purpose Building or Josephine's Lodge at Camp Holloway Service Units that reach at least 70% girl renewal will receive and adventure/camp activity credit of up to \$10/girl for an SU Camporee or Event held at a GSMIDTN property | |

* National membership dues are \$45 per girl and \$30 for adults, and these fees go directly to GSUSA. With this incentive, member registrations will be subsidized by GSMIDTN to cost \$25 per girl/\$10 per adult through April 30 and \$35 per girl/\$20 per adult through May 27.

† Incentive tiers are not cumulative. You will receive an email with redemption instructions from your Regional Executive.

‡ Please ask your Regional Executive how to redeem or see page 6 of the Early Bird Renewal Toolkit. Additional adults registered will be eligible for the discounted membership relative to the tier in which they registered.

§ Renewal percentages will be based on the number of paid girl registrations for the 2025 Girl Scout year for memberships dated no later than March 31, 2025 at 11:59 PM. This number will be compared to paid girl registrations for the 2026 Girl Scout year within the appropriate tier.

** Troop incentives are one per troop unless otherwise listed.

How to redeem your troop's TWO FREE adult membership registrations

*Please complete these steps BEFORE you start your troop's registration process.
It is recommended that you notify your RE of who is redeeming BEFORE Early Bird Renewal begins.*

Let your Regional Executive know which two adults will be utilizing the FREE memberships by filling out the Intent to Renew form.

Your Regional Executive will use this information to apply a promotion code to these adult's profiles

When your Regional Executive is finished applying the code, you will be able to complete the Early Bird Renewal Instructions.

While completing the Early Bird Renewal Instructions, after you select all girls and adults returning - including the two who are receiving the free memberships - you should be asked for payment for all members *except* the adults who received the free memberships.

If you do not see the two adults who received the free memberships in your cart, your Regional Executive has applied the promotional code, and these adults have been paid for automatically - you can complete the Early Bird Registration process.

If you do see the two adults who received the free memberships in your cart, this means your Regional Executive has not yet applied the promotion code, and you will need to continue following these instructions.

Please complete payment for all other members by clicking the red X next to their names in the cart.
Do not select the adults who received the free membership. We will not reimburse troops if payment is made for these adults.

After you complete payment for all other members, notify your Regional Executive that you have the two adults who are receiving the free memberships in your cart.

Your Regional Executive will retroactively pay for these members only when there are no other unpaid members in the cart. Please notify quickly as unpaid registrations will be deleted after 5 days of nonpayment.

How to Pay for Early Bird Renewal

Renewal Best Practices - Payment

Your troop will not be available in the Troop Marketplace for parents/caregivers to place their girl in your troop. The easiest way to ensure that returning girls are placed in your troop is for parents/caregivers to pay you and you register them through Early Bird Renewal.

Your troop has 2 different options for handling renewal payment.

OPTION 1: Troop Renewal - Troop Payment

The troop renews girls from the Troop Leader's CouncilAlignMENT account using the troop's debit card with funds earned through Product Programs or other money-earning activities.

OPTION 2: Troop Renewal - Caregiver Payment

The troop renews girls from the Troop Leader's CouncilAlignMENT account and collects payment from caregivers prior to renewal. We recommend you DO NOT renew girls until AFTER you have collected the membership fee payment.

We suggest holding a caregiver meeting or dedicate some time at the end of a troop meeting for caregivers to turn in their payments via cash or check. You can deposit the payments into the troop account and then use the troop debit card to renew those girls.

Using the necessary discretion, you can also take note of caregivers who ask for Financial Assistance and notify your Regional Executive to apply payment.

Renewing with Financial Assistance

If a girl member of your troop needs financial assistance, please complete the renewal process and pay for all members NOT receiving financial assistance. Once you have completed payment, email your Regional Executive ASAP to have financial assistance applied to the girl members. If you do not notify your Regional Executive of girls in need of financial assistance, the girls are subject to registration cancelation due to nonpayment and will not count toward Troop and Service Unit incentives.



To make it easier to communicate with your families about Troop Renewal, we have included example emails on pages 16-19

2026 Early Bird Renewal Instructions

Start your troop's registration process today!

Visit gsmidtn.org/CouncilAlignMENT and login with your username/password.

Navigate to your "Troop Management (2025)" box in the bottom left hand corner.

Then, click on "Troop Member Roster (Re-Register Option)."

Select "Re-Register Troop" at the top of the page.

Utilize check box function to select current girl and adult members who plan to re-register.

Click the blue "Re-Register" button to continue.

At this point, you may add any Gift to Girl donations next to the individual making the donation.

Leaders should enter all donations and click "Add Donation" before checking any of the Xs.

Click the red X next to all girls and adults you wish to pay for.

All items that do not have a green check mark will remain in your Troop Shopping Cart until selected.

Girls and adults will not be officially "registered" until paid.

Use your troop debit card to pay for membership fees and Gift to Girl donations.

Continue until you have made it to the Payment Confirmation page.

If you choose to navigate away from the check out page before submitting payment, your Troop Shopping Cart can be found next to the "Re-Register Troop" button above your roster.

Submit online registration by May 27, 2025.

Helpful Reminders

- Financial assistance is available. Please contact your Regional Executive for further instructions as soon as possible when renewing your troop.
- Any Girl Scout who donates \$10 or more to our Gift to Girls program will receive a Gift to Girls patch.
- The steps above are best completed in one sitting.
- Your troop will not be available in the Troop Marketplace for parents/caregivers to place their girl in your troop. The easiest way to ensure that returning girls are placed in your troop is for parents/caregivers to pay you and you register them through Early Bird Renewal.

2026 Early Bird Renewal Visual Instructions

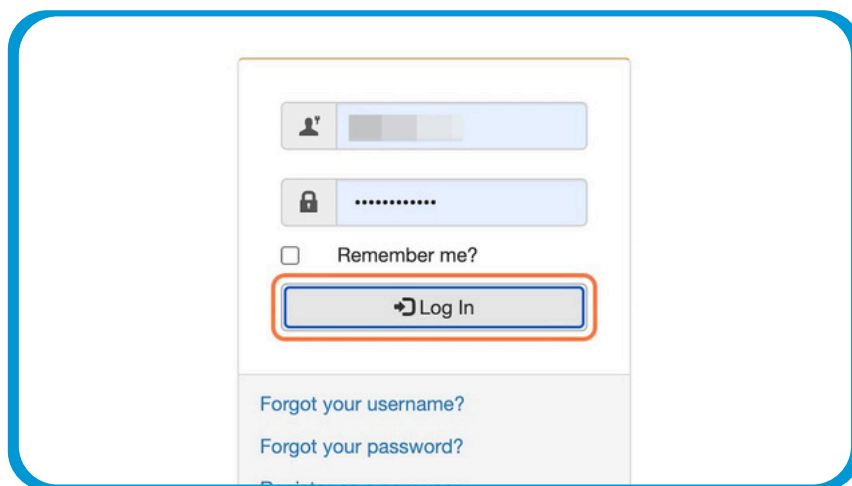
These steps are best completed in one sitting.

STEP 1

To begin, visit ca52.councilalignment.org.

STEP 2

Log In with your username and password.



Username field: []

Password field: []

☐ Remember me?

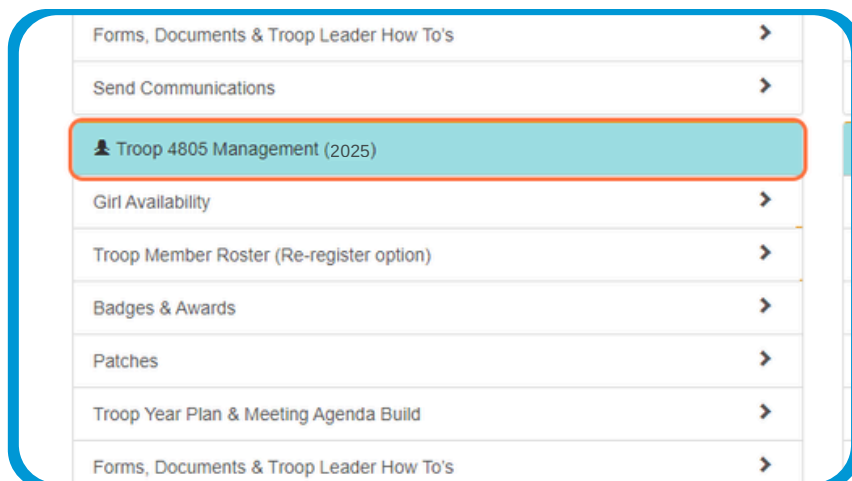
Log In

[Forgot your username?](#)

[Forgot your password?](#)

STEP 3

Navigate to your "Troop xxxx Management (2025)" box.

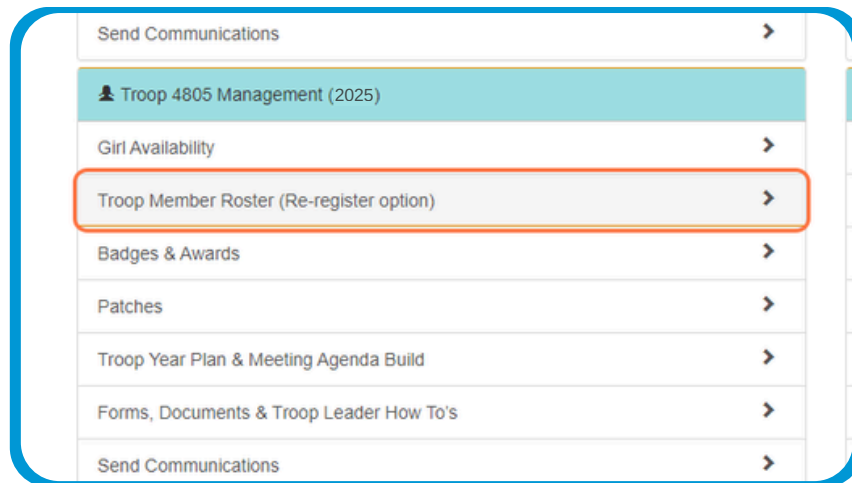


| | |
|--|---|
| Forms, Documents & Troop Leader How To's | > |
| Send Communications | > |
| Troop 4805 Management (2025) | |
| Girl Availability | > |
| Troop Member Roster (Re-register option) | > |
| Badges & Awards | > |
| Patches | > |
| Troop Year Plan & Meeting Agenda Build | > |
| Forms, Documents & Troop Leader How To's | > |

2026 Early Bird Renewal Instructions, cont.

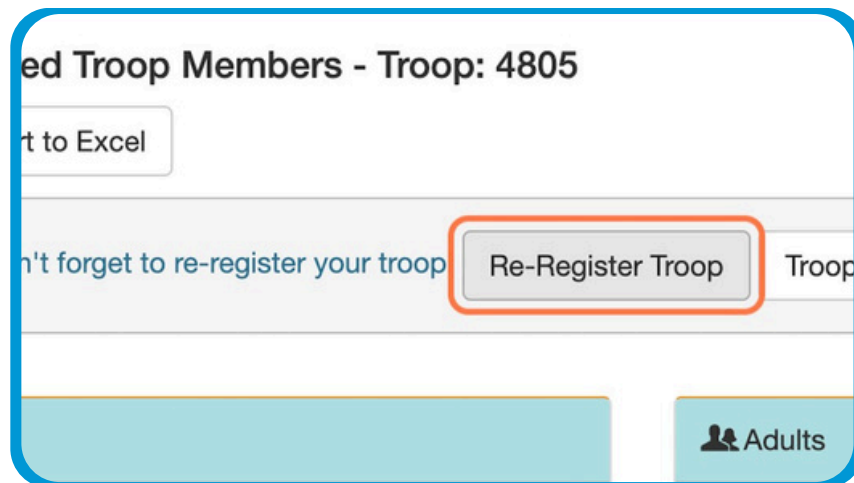
STEP 4

Click on Troop Member Roster (Re-register option).



STEP 5

Click on Re-Register Troop.



2026 Early Bird Renewal Instructions, cont.

STEP 6

Select the adults and girls you wish to re-register by clicking the checkmark next to their names.

Make sure to select all adults that plan on returning for the troop - not just yourself.

The image shows two overlapping screenshots of a web interface. The left screenshot, titled 'Girls', shows a list with 'Girl 1' selected, indicated by a blue checkmark. Below the name are fields for 'Home Address:' and 'Mobile Phone:'. The right screenshot, titled 'Adults', shows a list with 'Adult 1' selected, indicated by a blue checkmark inside an orange square. Below the name are fields for 'Home Address:', 'Mobile Phone:', 'Home Phone:', and 'Primary Email:'. Both screenshots are framed with a blue border.

STEP 7

Click on Re-Register.

The image shows a screenshot of a web interface with a blue button labeled 'Re-Register' highlighted by an orange border. The button has a small icon of a document with a checkmark. The background is a light gray with some faint text and lines.

2026 Early Bird Renewal Instructions, cont.

STEP 8

At this point, you may enter all donations for each girl or adult. Click “Add Donation” before checking any of the Xs.



Any Girl Scout who donates \$10 or more to our Gift to Girls program will receive the patch above

Balance Due: \$15.00

23 11:06 AM)

Pay For This Item? ☒

10

Add Donation

Information below and click the 'Continue' button

2023 11:06 AM)

Pay For This Item? ☒

10

Add Donation

00

Balance Due: \$15.00

2023 11:06 AM)

Pay For This Item? ☒

STEP 9

Click on the red X next to "Pay For This Item?" for ALL items in the cart you wish to pay for. Ensure all items you wish to pay for have a green check.

Balance Due: \$15.00

Pay For This Item? ☒

Donation Amount

Add Donation

Balance Due: \$15.00

Pay For This Item? ☒

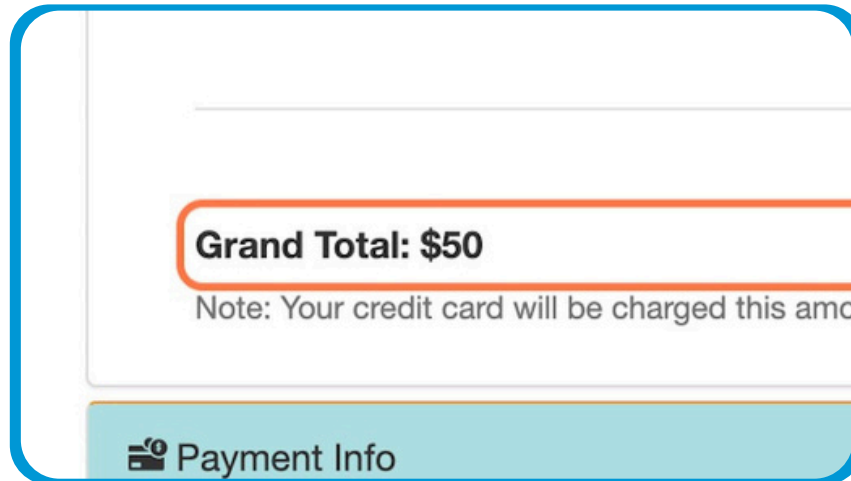
10

Add Donation

2026 Early Bird Renewal Instructions, cont.

STEP 10

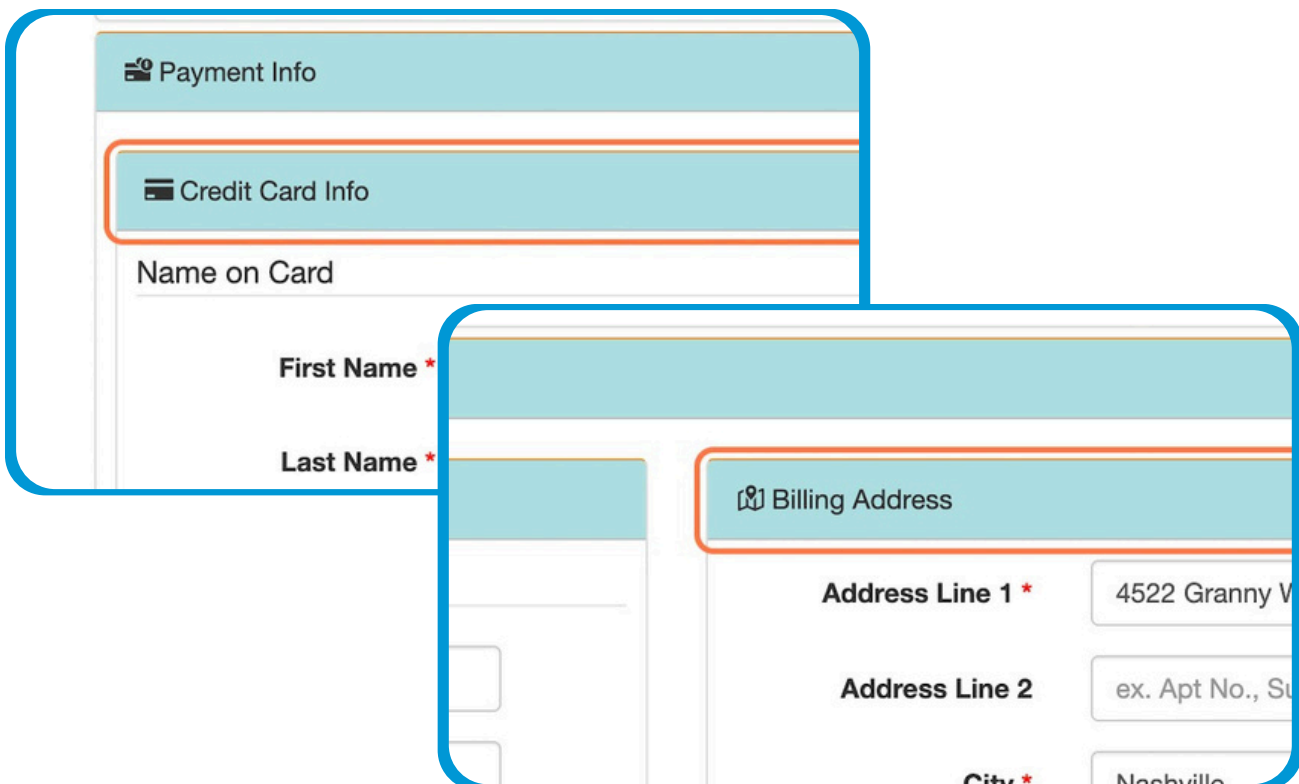
Confirm your total - if your total does not look correct, ensure all red Xs are now green checkmarks.



A screenshot of a web form section titled "Grand Total: \$50". Below the total, a note states: "Note: Your credit card will be charged this amount". At the bottom of the section is a tab labeled "Payment Info" with a credit card icon.

STEP 11

Use your troop debit card to pay for membership fees and Gift to Girl donations.



A screenshot of a web form section titled "Payment Info". It contains a sub-section "Credit Card Info" which includes fields for "Name on Card", "First Name *", and "Last Name *". To the right of these fields is a "Billing Address" section with fields for "Address Line 1 *", "Address Line 2", and "City *".

2026 Early Bird Renewal Instructions, cont.

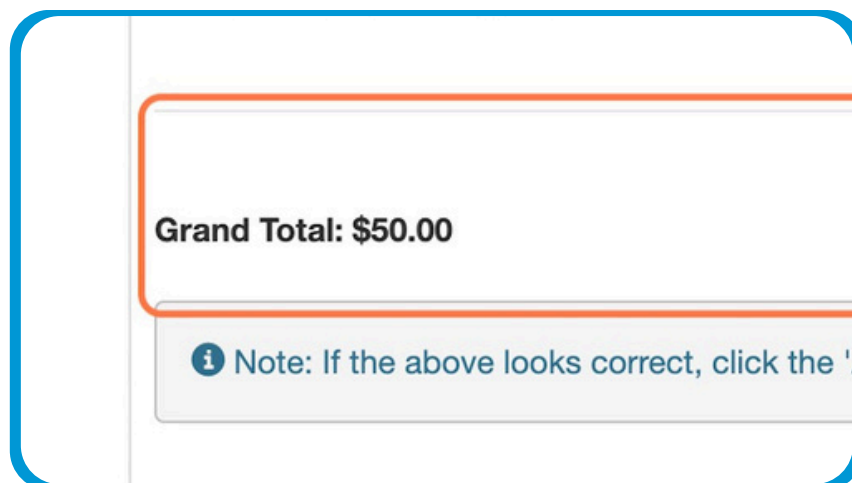
STEP 12

Click on Continue.

A screenshot of a web form with a blue border. The form contains several input fields, some of which are marked with a red asterisk and the text '* required field'. A blue button with a white right-pointing arrow and the text 'Continue' is highlighted with an orange border.

STEP 13

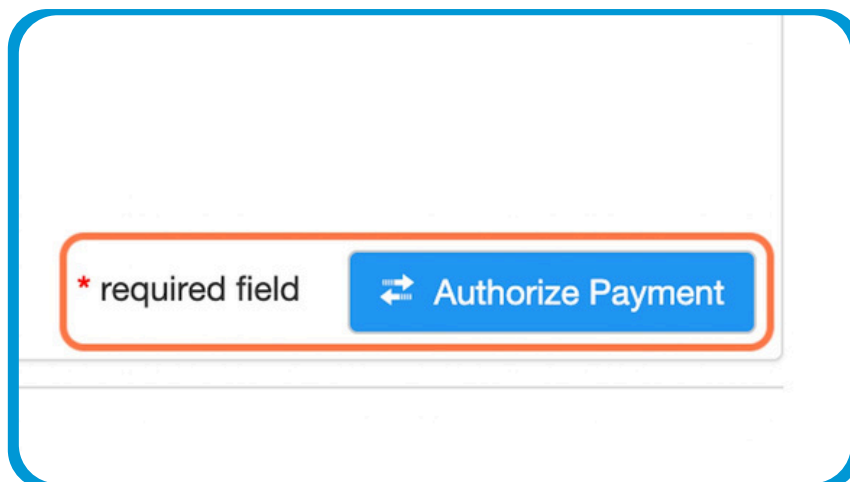
Double check your Grand Total. This is what will be charged to your card.

A screenshot of a web form with a blue border. The form displays the text 'Grand Total: \$50.00' in bold. Below this, there is a grey box containing an information icon (i) and the text 'Note: If the above looks correct, click the 'Continue' button'. The 'Grand Total: \$50.00' text is highlighted with an orange border.

2026 Early Bird Renewal Instructions, cont.

STEP 14

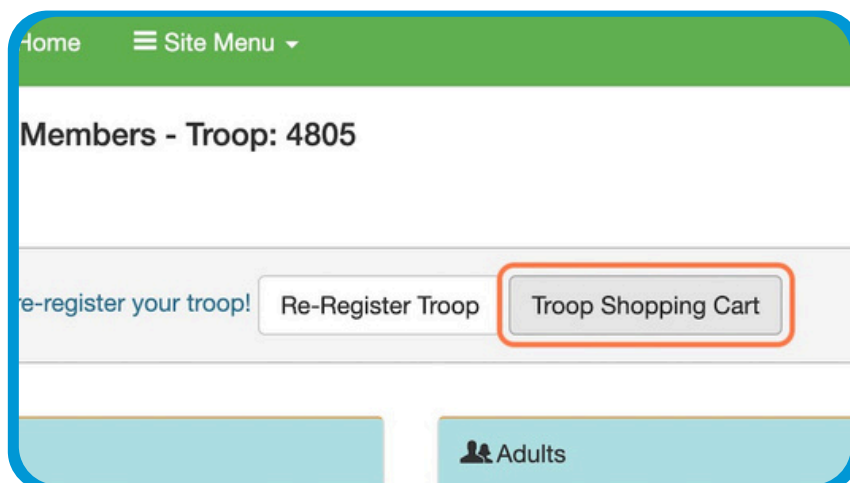
Click on Authorize Payment.



CONGRATULATIONS! You have now renewed your troop! We hope you have an amazing 2026 Girl Scout year.

STEP 15, optional

If you choose to navigate away from the check out page before submitting payment, your Troop Shopping Cart can be found next to the "Re-Register Troop" button above your roster. Click on "Troop Member Roster (Re-register option)" in your Troop Management box for 2025 to navigate to this page.



Template #1

Early Bird Troop Email

To: Troop
Volunteers

From: You/
Co-leader(s)

Send:
March 10 - 31

Copy/
paste into
your email
and
customize
based on
your troop's
needs

OPTION 1: Troop Renewal - Troop Payment

Hello Volunteers,

April is fast approaching, which means it's the beginning of the Early Bird renewal period! During Early Bird, GSMIDTN offers incentives to individuals, troops, and Service Units to renew their Girl Scout membership early. Early Bird runs from April 1 to May 27, 2025.

Our troop can earn perks if we renew 100% of our current girls or recruit additional girls up to 100% of our current number, so we want to raise this opportunity up to our parents and caregivers early and often.

I have attached the [Incentive Overview](#) that was provided by council, so we can discuss if we think 100% renewal is a goal we can hit, and if so, when we want to make sure we register by for the appropriate benefits.

Early renewal not only helps Council measure projected membership numbers and helps the Service Unit look ahead for next year, but will help us as a troop decide how many new girls we can accept into our troop and allow us to get started on planning sooner.

In addition to troop perks, girls get a discount on their membership and a patch. Until April 30, girl renewals will only cost \$25. After that and until May 27, registrations will cost \$35. This is compared to the \$45 girl membership fee that will be expected after May 27.

In order to relieve parents and caregivers of financial burden, our troop has voted to utilize troop funds to renew our girls.

Thank you for all you do! If you have questions about Early Bird, please reach out.

Early Bird Troop Email

To: Troop
Volunteers

From: You/
Co-leader(s)

Send:
March 10 - 31

Copy/
paste into
your email
and
customize
based on
your troop's
needs

OPTION 2: Troop Renewal - Caregiver Payment

Hello Volunteers,

April is fast approaching, which means it's the beginning of the Early Bird renewal period! During Early Bird, GSMIDTN offers incentives to individuals, troops, and Service Units to renew their Girl Scout membership early. Early Bird runs from April 1 to May 27, 2025.

Our troop can earn perks if we renew 100% of our current girls or recruit additional girls up to 100% of our current number, so we want to raise this opportunity up to our parents and caregivers early and often.

I have attached the [Incentive Overview](#) that was provided by council, so we can discuss if we think 100% renewal is a goal we can hit, and if so, when we want to make sure we register by for the appropriate benefits.

Early renewal not only helps Council measure projected membership numbers and helps the Service Unit look ahead for next year, but will help us as a troop decide how many new girls we can accept into our troop and allow us to get started on planning sooner.

In addition to troop perks, girls get a discount on their membership and a patch. Until April 30, girl renewals will only cost \$25. After that and until May 27, registrations will cost \$35. This is compared to the \$45 girl membership fee that will be expected after May 27.

In order to make renewal easier on everyone, we will be inviting caregivers to bring their membership fee (either via cash or check) to our meeting on [DATE]. We will dedicate time at the end of the meeting to renewing girls. Cash/check payments will be deposited in the troop account and those girls will be renewed using the troop debit card. Financial Aid applicants will be processed individually.

Thank you for all you do! If you have questions about Early Bird, please reach out.

Early Bird Troop Email

To: Parents/
caregivers

From: You/
Troop
Volunteer
Team

Send:
March 10 - 31

Copy/
paste into
your email
draft and
customize for
your troops
needs

OPTION 1: Troop Renewal - Troop Payment

Hello Troop # caregivers!

April is fast approaching, which means it's the beginning of the Early Bird renewal period! During Early Bird, GSMIDTN offers incentives to individuals, troops, and Service Units to renew their Girl Scout membership early. Early Bird runs from April 1 to May 27, 2025.

During Early Bird, girls get a discount on their membership and a cute patch. Until April 30, girl renewals will only cost \$25. After that and until May 27, registrations will cost \$35. This is compared to the \$45 girl membership fee that will be expected after May 27.

In order to relieve caregivers of financial burden, our troop has decided to utilize troop funds to renew all of our girls on April 1. You won't have to do anything except notify me prior to April 1 if your Girl Scout plans to return or not!

We can't wait to make more memories with you and hope you will join us for another awesome Girl Scout year. If you have questions about Early Bird, please reach out!

Template #2

Early Bird Troop Email

To: Parents/
caregivers

From: You/
Troop
Volunteer
Team

Send:
March 10-31

Copy/
paste into
your email
draft and
customize for
your troops
needs

OPTION 2: Troop Renewal - Caregiver Payment

Hello Troop # caregivers!

April is fast approaching, which means it's the beginning of the Early Bird renewal period! During Early Bird, GSMIDTN offers incentives to individuals, troops, and Service Units to renew their Girl Scout membership early. Early Bird runs from April 1 to May 27, 2025.

During Early Bird, girls get a discount on their membership and a cute patch. Until April 30, girl renewals will only cost \$25. After that and until May 27, registrations will cost \$35. This is compared to the \$45 girl membership fee that will be expected after May 27.

We would like to receive the full benefits of Early Bird Renewal which is why we ask that all families let us know by April 1st If you know your Girl Scout is or is not planning to return to the troop next year.

If you know your Girl Scout is planning to return to the troop next year, please prepare to bring \$25 for her GSUSA membership + \$XX for troop dues to our next meeting.

If you will need Financial Assistance for GSUSA membership, please let me know ASAP, so I can notify council after I register the troop.

We can't wait to make more memories with you and hope you will join us for another awesome Girl Scout year. If you have questions about Early Bird, please reach out!