

- **Cancel a member?**
- **Move a Guider from one unit to another?**
- **Add a new Guiding activity to a member's record?**
- **Change their address, phone number, email and other contact information?**
- **Add their First Aid, Safe Guide or other training to their record?**

A.4 – Adjustments to Member Records (email is preferable.)

- **Add an award that they've received?**

For young adults, you may use either the NS-YA.1 – Recognition of Youth Awards form or make your additions to the A.4 – Adjustments to Member Records form.

For adults, forward a copy of the R.3 – Application for Recognition of Adult Service Awards.

- **Add a unit?**
- **Cancel a unit?**
- **Change information about a unit?**

B.1. – Unit/Council Form

- **Give consent to have a picture taken?**

IR.1 – Image Release Form

- **Get a criminal police/record check?**

No form is available for download for this. Please contact Guide House to obtain this form.

- **Have someone's years of service added to their record?**

The membership pin years are automatically applied to the person's profile based on their years of service. There is no need to submit any form.

- **Adjust incorrect information on a member profile such as youth years?**

The A.4 – Adjustments to Member Records form can be used for this. However, for more detailed changes it is suggested that you contact the Records Management Coordinator directly via email (imis@girlguides.ns.ca). Please note that youth years may be added/changed by the Guider immediately by logging into Member Zone and going to their profiles.