

# Registration Information For Council Events

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Please review the Council Reference Guide and Program Brochure with girls and involve them in planning the year's activities.

## Procedures

1. Registration will be taken on a first-come, first-serve basis. Please plan ahead!
2. Event registration will close as noted in individual event descriptions or when capacity for the event has been reached.
3. To register for an event, troops/groups and individual girls/Juliettes must be registered Girl Scout members, unless noted in the program description that non-Girl Scouts may attend.
4. Make copies of the "Council Event Registration Form" and use a separate form for each event. Council Event Registration Forms are also available for downloading/printing on the Council web site. ([www.gscv.org](http://www.gscv.org)).
5. To make a reservation for an event, complete the form and mail to the council service center in Northfield. ***We are sorry, but due to the large number of interested members, no registrations will be taken over the phone.***
6. There should always be a minimum of two adults with every troop/group. Please consult *Safety-Wise* for exact ratio information. In order to serve as many girls as possible, we ask that you do not send more adults than recommended by *Safety-Wise*, or that are needed as drivers.
7. One adult must accompany individual girls and Juliettes to attend an event.
8. You will be placed in **one** event per registration form. To attend two or more events, please complete a registration form for each event.
9. Financial assistance is available. Complete the Grants for girls application and enclose it with the "Council Event Registration Form"
10. **Full payment** is due with the registration form. Your registration will not be processed until full payment is received.
11. If the event is full you will receive your registration and check back in the mail.
12. Near the date of your event you will receive confirmation materials by e-mail, phone, or mail.

## Cancellation Statement

1. All cancellations must be made in writing **four weeks** before event date. Reason for the cancellation must be given. Fees will then be refunded.
2. **No** refunds will be given for cancellations **less than four** weeks before the event **unless** it is canceled by Council staff due to low registration or severe weather conditions. Most events are held "rain, shine or snow." Refunds are not available for **no-shows, medical emergencies, or inclement weather.**

3. Troops/groups and girls who continually cancel events or do not attend events will jeopardize future participation. Those who fail to attend events and do not notify the Program Registrar create very difficult situations that affect event plans, materials, food, costs and the time involved in planning. Please be considerate of others. We frequently have members on the waiting list who would be willing to attend events if openings become available.

**Note: Leaders have a responsibility to inform parents/guardians about this Cancellation Statement.**

## **Use of \*Cookie Credits**

### **Girl \*Cookie Credits may be used for:**

- Council sponsored Events
- GSUSA Destinations (Wider Opportunities)
- Resident Camp
- Service Unit sponsored Events

\*Cookie Credits are NOT transferable to adults or other Girl Scout members. They are ONLY transferable to siblings in the Girl Scout program.

## **Tagalongs**

The council policy states that *Safety Wise* girl/adult ratios (standard 13) be observed and that tagalongs are not brought to events. Tagalongs are children of any age, like siblings, who are not registered with your troop. They change the whole program, which is unfair to all the participants and to the event facilitator. Adults acting as chaperones need to focus on the supervision of the troop.

Siblings are welcome at events that are designated in their description for families.

# Council Sponsored Event Registration Form

Check one:  Troop/Group # \_\_\_\_\_  Individual Girl/Juliette Grade(s) of Girl(s) \_\_\_\_\_

Program Age Level \_\_\_\_\_ Service Unit \_\_\_\_\_

Leader's Name \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature of adult who will accompany Individual Girl/Juliette \_\_\_\_\_

**I have read all the Council Event registration information and understand the Council's cancellation statement. I have also informed parents/guardians about the cancellation statement.**

Signature \_\_\_\_\_

You will be placed in **one** event per registration form.  
Please complete a separate registration form for each event.

EVENT \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Choice (if applicable) Date \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_

Number of Girls \_\_\_\_\_ X Fee per Girl \_\_\_\_\_ = \$ \_\_\_\_\_

Number of Adults \_\_\_\_\_ X Fee per Adult \_\_\_\_\_ = \$ \_\_\_\_\_

Sub Total Fee = \$ \_\_\_\_\_

PLEASE FILL OUT THE ROSTER ON  
THE BACK SIDE OF THIS FORM

Program dollars - \$ \_\_\_\_\_

Total Due = \$ \_\_\_\_\_

Special needs of participants (accessibility, dietary, etc.) \_\_\_\_\_

**Mail registration to:** Attention: Program Registrar  
Girl Scout Service Center  
1025 N Highway 3  
Northfield, MN 55057-1474

**For GS Office Use Only**  
Entered \_\_\_\_\_  
Updated \_\_\_\_\_  
Confirmed \_\_\_\_\_  
Enter Date and initial

## ROSTER

Please list the name(s) of the girls and adults that will be attending the desired event.

### GIRL PARTICIPANTS:

Names:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### ADULT PARTICIPANTS:

Names:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Note About Confirmations:** You will receive a confirmation ***closer to the date of the event*** you are registering for. If the program is **full** by the time we receive your registration, you will be notified by phone or e-mail and we will send your registration and check back to you. **Confirmations will typically be sent out via email 2-4 weeks prior to the event, depending on it's popularity and if the program is weather permitting.**