

# PROGRAM EVENT REGISTRATION FORM

**REGISTRATION DEADLINE IS ONE MONTH PRIOR TO EVENT UNLESS OTHERWISE NOTED**

Submit to  
Program  
Registrar

<p>Please print or type. Mail completed form with FULL PAYMENT (check or money order made payable to GSCC) to:</p> <p style="text-align: center;">Girl Scout Commonwealth Council, Event Registrar P.O. Box 548, Mechanicsville, VA 23111</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home Phone: _____ Office Phone: _____</p> <p>Email: _____</p> <p>Troop #: _____ Level: _____ Service Unit Name: _____</p> <p>Event Name: _____</p> <p>Event Date: _____ Time: _____</p> <p>Location: _____</p> <p>Check box if applicable. Provide information in spaces below.  <input type="checkbox"/> I'm registering as an individual: girl <input type="checkbox"/> adult <input type="checkbox"/>.</p>	<p style="text-align: center;"><b>FULL PAYMENT IS DUE WITH THIS REGISTRATION</b></p> <p># of Girl Scouts: _____ x \$ _____ each = \$ _____</p> <p># of Adults: _____ x \$ _____ each = \$ _____</p> <p style="text-align: right;">Total Enclosed: \$ _____</p> <p style="text-align: center;"><b>LIST OF PARTICIPANTS MUST ACCOMPANY THIS FORM</b></p> <p style="text-align: center;">If paying with MasterCard or Visa, you may fax this registration form to 804-427-6766, Attn. Event Registrar</p> <p>Check one: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Credit card #: _____</p> <p>Expiration date: _____ Amount to charge: \$ _____</p> <p>Cardholder's name: _____</p> <p>Signature: _____</p>
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## OVERNIGHT SAFETY REQUIREMENT FORM

<b>Event:</b> _____	<b>Location:</b> _____	<b>Dates:</b> _____
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Safety Information		
Name of individuals who meet the applicable requirements	Training Organization	Card Exp. Date
First Aider:		
Please check: Level I <input type="checkbox"/> Level II <input type="checkbox"/>		
Infant/Child CPR		
Adult CPR		
Troop Camp Trained Adult		
Check all levels trained in 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		

Troop: _____ Leader Name: _____
Participants: Girls _____ Adult Females: _____
Adult Males: _____
<b><u>Local Emergency Troop Contact (Required)</u></b>
Name _____
Day Phone _____ Evening Phone _____
I have read the Activity Checkpoint for this activity in Safety Wise. To the best of my knowledge, all information on this form is correct.
Leader: _____ Date: _____
To the best of my knowledge, all information on this form is correct.
FE: _____ Date: _____

- Complete registration form and include a list of participants.
- Incomplete forms will be returned to you for more information before processing.
- Credit card users **Make sure your signature and complete credit card information is on the form. Telephone registration is not available**
- A girl who wants to attend an event on her own must indicate this on the registration form. An adult must attend the entire event with her.
- Registrations will be processed by the date received at GSCC until programs are full. Hand-delivered and faxed registrations **do not** receive preference over mailed registrations.

# Girl Scout Event Registration FAQs

## **Does the time of day determine when my registration is processed?**

We will use a random selections system when the number of registrations received in one day exceeds the maximum for any event.

## **Who may attend a Girl Scout Council event?**

Council-sponsored events are designed for Girl Scouts at the age levels indicated. Adults registering may be limited to the appropriate **Safety-Wise** ratios so that the maximum number of Girl Scouts may participate. See *Safety-Wise* pg. 69 for girl/adult ratios.

## **What is the procedure if an event is canceled?**

An event may be canceled if registration is too low or if there are unforeseen circumstances. If this happens, you will be notified and we will return your check or send a full refund.

If an event has less than the minimum number of registrants, it will be canceled on the registration deadline date (usually one month prior to event).

In the event of inclement weather, an event may be canceled. This is based upon information received from the Weather Bureau or State Police. Announcements may be provided by local radio stations and recorded on the **council's voice mail system**, accessed by dialing 804-746-0590 or 1-800-4SCOUT4.

## **If a troop cancels more than one month prior to an event will there be a refund?**

Event fees, minus a \$25 processing fee, will be refunded by the Event Registrar if requested in writing. Please note that the Event Registrar must receive this written request at least one month before the actual event date. Refunds for less than \$25 can be used as payment towards another Program event.

## **If a Girl Scout registering individually cancels one month prior to the event will there be a refund?**

If a Girl Scout cannot attend a council-sponsored event, another Girl Scout of the appropriate age level may be substituted for the program. No refunds will be issued on an individual basis.

## **If a troop or individually registered Girl Scout cancels less than one month prior to an event will there be a refund?**

Troops / individuals canceling after the final deadline to an event will not receive a refund. No exceptions.



