

Event Registration Guidelines

Waiting Lists

- Once an event has filled, registrations will be kept on a waiting list.
- Leaders will be notified if they are put on the waiting list. At any time, a leader may decline to be on the list and a refund will be issued.
- If a spot does not open up, you will receive your full payment back.

Cancellation/Refund Policy

- Please phone in your cancellation as soon as possible if you are unable to attend an event to allow others to be notified of the opening.
- No-shows will NOT be refunded.
- Refunds for events will be available up to the registration deadline AND up to the workday before the event IF there is someone on the waiting list who can fill your spot.

Troop Only and Parent-Attended Events

- All events are troop only events unless otherwise stated.
- Individual girls may attend these events as long as they are accompanied by a responsible adult.
- Troop only events require individual troops to provide an adult certified in first aid and CPR, as well as enough adults to adhere to the girl-adult ratios listed in Safety-Wise on page 69.
- Events that allow individual girls to register without a guardian or troop leader will be labeled throughout the program guide.

Registration

- Registrations are taken on a first come, first serve basis and must be sent by mail, fax (with a credit card), or delivered by hand to the service center. No phone or email reservations allowed.
- Registration deadlines will vary by event in accordance with the specific needs of program providers. Please read event deadlines carefully.

Financial Assistance

- Financial assistance is available for girl participants only and varies by event. Adults are not eligible for event financial assistance.
- Financial assistance is NOT available for any program where registrations do not go directly to Girl Scouts of Shagbark Council.
- One-half or more of the registration fee must be paid upon registration.

Event Confirmation/Follow-Up Information

- You will receive a registration confirmation/follow-up after we have received payment. This information will only be sent to the troop leader or individual registrant.

Event Cancellations

- Program cancellations may occur because of bad weather, low registration or outside factors. Current event information is available 24-7 by calling 1-888-317-6353 Ext. 104. No current message regarding the event means no changes.

Tag-a-long Policy

- Tag-a-longs (younger siblings, etc.) are not permitted at service unit or council-sponsored events. Exceptions may be made at the event coordinator's discretion provided that the parent has made provision for the supervision of the child not enrolled in the event. Adults responsible for the supervision of non-participating children may not be accountable for activities with girls at an event nor may they be included as a supervisory adult as part of the Safety-Wise adult to girl ratio (p.69).

Girl Scouts of Shagbark Council Program Event Registration

Use ONE Registration form per event.

All girls must register as a troop or with a responsible adult. Exceptions are noted in program descriptions. Enclose names of girl participants on the back of this form. Please follow the council's tag-a-long policy and Safety-Wise Ratios.

Please read the Event Registration Guidelines and Cancellation/Refund Policy (p.5) before registering. Send completed form to address provided, postmarked no later than the registration deadline date. Include event fees. Additional registration forms are available online or by contacting the Service Center. For girls requesting financial assistance, include half of their event fee.

EVENT INFORMATION

Event Name _____ Event Date _____

Event Preferences (If Applicable) _____

Participating Girl/Troop Leader Name _____

Troop # _____ Service Unit _____

Address _____

Day Phone # _____ 2nd

Phone/Email _____

PAYMENT INFORMATION

Girls* _____ x \$ _____ = \$ _____

#Adults* _____ x \$ _____ = \$ _____

Total Payment Enclosed = \$ _____

***Names of girls and adults must be listed on the back of this form.**

Please check form of payment: ___ Cash (in person ONLY) ___ Check ___ Credit Card

For credit card payment: Card # _____ Exp. Date _____

Name on card: _____ Master Card Visa Discover

Please make checks payable to: Girl Scouts of Shagbark Council

Send registration and payment to: 4102 S. Water Tower Place, Mount Vernon, IL 62864

PLEASE CHECK IF APPLICABLE:

- ___ Financial assistance is requested for at least one girl on this registration.
- ___ One or more girls registered for an event are not currently registered Girl Scouts and--
___ The GSUSA membership registration form and \$10 registration fee are enclosed. OR
___ Please send a membership registration form for the girls who are not yet registered.
- ___ One or more participants included in this event registration require some special accommodations, which are listed on the back of this form.

All participants must have parent/guardian permission to attend any Girl Scout event. Permission slips can be found in the program booklet and online. Completed slips should be in the troop leader's possession.

-PLEASE LIST ALL NAMES ON REVERSE SIDE-