

# 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).



Please send completed form to: The Girl Scouts of Shagbark Council, 4102 So Water Tower Place, Mt. Vernon, IL 62864. Fax: 618-242-5191. Phone: 1-888-317-6353 or 618-242-5079

## Girl Scouts of Shagbark Council Financial Assistance Application for Program Event Fees

The Girl Scouts of Shagbark Council (GSSC) provides financial to help cover program event fees. Assistance awarded, based on need and available funds, is intended for girl members who may not otherwise be able to attend specific Council and Service Unit sponsored opportunities. **Please note the following exceptions:** Program assistance is **NOT** available for troop/group activities. In addition, GSSC **DOES NOT** provide program assistance for the full amount of an event fee. All families are required to pay one half of the event fee.

**All information on the Financial Assistance Application is strictly confidential.**

**COUNCIL EVENT**

**SERVICE UNIT EVENT**

<b>Girl Member's Name</b>		<b>Telephone Number</b>			
<b>Address</b>					
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>E-mail Address</b>		
<b>Age Level (Please Circle)</b>	<b>Daisy</b>	<b>Brownie</b>	<b>Junior</b>	<b>Cadette</b>	<b>Senior</b>
<b>School Grade</b> _____			<b>Troop Number</b> _____		
<b>Event Name</b> _____			<b>Event Date</b> _____		
<b>Event Fee/Cost</b> _____			<b>Amount of Deposit</b> _____		
<b>How much of the event fee can you pay? (Must be at least ½)</b> _____					
<b>Please explain why financial assistance is needed?</b> _____					
<b>Have you participated in Girl Scout Cookie Program or Fall Product Sales Programs?</b>					
Yes _____ (Cookie Program)		Yes _____ (Fall Product Program)			
<b>Have you received Girl Scout program assistance before? Yes</b> _____ <b>No</b> _____					
<b>If yes, for which event or purpose?</b> _____					
<b>Parent/Guardian Signature</b> _____				<b>Date</b> _____	
<b>SUD Signature</b> _____				<b>Date</b> _____	
<b>Council Authorizing Signature</b> _____				<b>Date</b> _____	

**GIRL SCOUTS OF SHAGBARK COUNCIL**  
**FINANCIAL ASSISTANCE APPLICATION**

The Girl Scouts of Shagbark Council firmly believes that *every girl* deserves the opportunity to participate in unique and relevant Council and Service Unit sponsored opportunities. Girl members may apply for financial assistance for all council and service unit events **EXCEPT** troop activities.

Attached is the *Financial Assistance Application*. Please complete the application. If a troop/group or individual member of a troop/group is requesting financial assistance for a Service Unit event, the form is given to the Service Unit Director (SUD) and the SUD keeps the form. If it is a Council event, the form is given to the Service Unit Director. The SUD should then send the form to the in Service Center for final approval.

If you have any questions or concerns, contact the Service Center (888-317-6353 or 618-242-5079).

