



Building girls of courage, confidence, and character, who make the world a better place.

Program Registration Form

Program Name _____ Fee: _____

Program Date(s) _____ Time _____ Location _____

Parent Name OR Troop Leader _____

_____ Troop # _____

Address _____ City _____ Zip _____

Day Phone (____) _____ Evening Phone (____) _____

E-mail address _____

List all Participants: First and Last Name, and Troop Number _____

Participant Information

Non-Member

Membership Level:

Daisy Girl Scout

Brownie Girl Scout

Junior Girl Scout

Girl Scout 11-14

Girl Scout 13-15

Girl Scout 15-17

Registration & Payment Information *(must be completed for every event. If free fee = 0)*

\$ _____ x _____ Girls = \$ _____

\$ _____ x _____ Female Adult = \$ _____

\$ _____ x _____ Male Adults = \$ _____

Total Due = \$ _____

Check enclosed # _____

OR

Visa Card

Master Card

Make checks payable to: Card # _____ Exp Date _____

GSCOC Card Holder's Signature _____

REMINDER: PLEASE USE Activity Checkpoints "SAFETY-WISE" RATIOS WHEN REGISTERING ADULTS FOR TROOP EVENTS *available online*

Complete and mail program registration form to:

Girl Scout Headquarters
Attention: "Program Name"
9500 Toledo Way
Irvine, CA 92618

OR Complete and FAX registration form **with** credit card payment to (949) 461-8821.

For Questions or Concerns Call (949) 461-8800

Registration Procedures for Program Events

1. Complete the appropriate registration form.
2. Registration opening dates are listed for each program with a minimum number of participants needed to hold the program and a maximum number of participants we can accept. Acceptance is based on first-come; first-served and fill quickly so please turn in forms sooner rather than later.
3. Payment in full is required at registration unless otherwise indicated. Be sure to complete the registration form and send it with payment in full. **DO NOT SEND MORE THAN ONE REGISTRATION FORM PER TROOP.**
4. Deposit of payment is **not** a guarantee of placement.
5. Participants will be notified if they are accepted or put on a waiting list.
6. Upon acceptance for an event a confirmation packet and further details will be sent to you. Please allow at least 2 weeks to be contacted to find out if your registration was accepted. **Please do not call the council office; we will notify you within 2 weeks.**
7. If accepted, your deposit will be applied to the overall cost of the program event.
8. If not accepted, your deposit will be refunded.
9. Please write the name of the event on your envelope before you mail it.
10. Please use the ratios from the "Activity Checkpoints" online on the *Volunteer Essentials Website* when registering adults with troops or groups for program events:
 - 2 Adults for 6 Girl Scout Daisies plus one adult for each additional 4 girls
 - 2 Adults for 12 Girl Scout Brownies plus one adult for each additional 6 girls
 - 2 Adults for 16 Girl Scout Juniors plus one adult for each additional 8 girls
 - 2 Adults for 20 Girl Scout Cadettes plus one adult for each additional 10 girls
 - 2 Adults for 24 Girl Scout Seniors and Ambassadors plus one adult for each additional 12 girls

This is the maximum number of adults you will be allowed. You must have at least two adults attend with your troop unless otherwise indicated. **Other adults and children will not be permitted to attend.**

Cancellation and Refund Procedures for Program Events

1. Once your registration has been confirmed and space has been saved, you are not eligible for a full refund or return of deposit **except for medical reasons.**
2. Refunds will be issued for cancellations according to the following:
 - A. 75% refund if notice is received up to 14 days prior to the program
 - B. 50% refund if notice is received between 7 and 13 days prior to the program
 - C. No refund if notice is received less than 7 days prior to the program
 - D. If the program fee is \$5.00 or less, no refund will be made.
3. No refunds will be made if you cancel due to weather conditions. All events are held rain, sleet, sunshine, etc. unless we feel that conditions are unsafe. If the program is cancelled all refunds will be made in full.
4. **After phoning the Council to cancel, all requests for refunds must then be made in writing and addressed to GSCOC, Attention: Event Refund or sthomas@gscoc.org.**
Request must include: Participants Name, Event Name and Event Date
5. If you are eligible for full or partial refund, all written requests must be received within **2 weeks after the program has been held as long as the phone call was made prior to the event.**
6. We reserve the right to cancel an event due to low registration. A full refund will be made if this occurs.
7. Special events may have their own refund policy; see Program Activity Calendar or flyer for any special guidelines.