

# REGISTRATION GUIDELINES AND PROCEDURES

Programs in this book are sponsored by the Girl Scouts of Greater Iowa and support the education and development of girls as a supplement to Troop, individually registered Girl Scout options, programs, and outreach activities. In this book, you will find all event and trip descriptions listed by age/grade levels (Girl Scout Daisy (K-1), Girl Scout Brownie (2-3), etc.). Events are listed in alphabetical order according to event name; trips are listed in date order. You will also see where and when each event will be held.

**Registration for all events opens on FRIDAY, JANUARY 29; please note the individual closing deadlines!**

## Registration Procedures for an Event

1. Registration is required for events. Your cash, check, money order, credit/debit cards, or Cookie Dough card will be processed/charged upon receipt of registration form. If your group/troop does not get into the event, you will be notified and will have the choice to either stay on the wait list or have a refund processed immediately (which will remove your group/troop or individual girl from the wait list.)
2. All registrations will open on the same date: Friday, January 29. You are welcome to submit registrations by mail or in person before this date. Registrations received before the open date will be processed by lottery starting on the opening date. If you are mailing in your registration, don't worry; postage dates will be recognized as they arrive, so mail-in registrations will have the same status as walk-ins. Registrations will be handled on a first-come, first-serve basis.
3. All participating girls must be registered, or register, as a Girl Scout. To register as a Girl Scout, include the annual membership dues and membership registration form with the program registration and payment.
4. All forms must be complete, i.e. signatures, participant list and full applicable payment. Submit payment by cash (do not mail cash), checks, money order, credit/debit cards, and/or Cookie Dough card.
5. The closing date is the last day that registrations will be accepted. No late registrations will be accepted.
6. If, on the first day of registration, more registrations are received than the event maximum (including those postmarked on opening day), a random drawing will be held to determine who is assigned spaces and the remaining registrations will be placed on a waiting list.
7. Articles lost or left behind at an event are not the responsibility of the Council.

## Waiting List

1. Once a program is full, a waiting list will be established.
2. Notification that your girl or group/troop has been placed on the waiting list will be provided by email or postal mail – whichever is indicated on the registration form.
3. If your troop/group or individual Girl Scout does not get a space in the event, you will receive a refund in the same method of payment you sent in with the registration form (the exception being if you paid with cash, then you will receive a refund in the form of a check from Girl Scouts of Greater Iowa).

## Additions

1. Should you need to substitute or add girls to your group/troop attending, please call the Des Moines Leadership Center at 800-342-8389.

## Confirmation

1. The Council will provide confirmation to registered participants via email or postal mail – whichever is indicated on the registration form.
2. If you do not receive a confirmation two weeks from the date you registered online or mailed your registration in, please call the registrar at (800) 342-8389 or send an e-mail to GirlScoutRegistrar@gsiowa.org

## Non-Discrimination/Accommodations

1. No individual will be discriminated against because of race, color, national origin, age, handicap or socioeconomic status.
2. Girl Scouts of Greater Iowa will provide reasonable accommodations for people with disabilities. Requests should be made to the Council Leadership Center as early as possible but, at least two weeks in advance of the event.
3. Scholarships are available. Use the scholarship packet found on our website or request a packet from a Leadership Center.

## Refunds

1. If a participant cancels after the registration closing date, there will be no refund except in the event of serious personal injury, illness accompanied with a doctor's note, death in the immediate family, relocation, or rescheduling of the event.
2. Refunds or discounts will not be made for a participant arriving late or leaving early.
3. Event fees may be transferred from one program to another if participant is eligible for a refund.
4. Participants not in attendance at the event are not eligible to receive any items from the event (patches, crafts, amenities, etc.).
5. Full refunds will be made if: a) The program is cancelled by the Council. b) The event is full and you choose not to be placed on the waiting list. c) You cancel before the close date for the event (not applicable to trips/travel).
6. If refund is issued, it will be made in the same manner as payment received, except cash will be refunded by check.

## Cancellations

1. Each program/trip is subject to cancellation if the minimum number is not reached and can only accept registrations to the maximum number of participants.
2. If you need to cancel your registration, do so as soon as possible so others on the waiting list can participate.
3. If the Council cancels a program due to inclement weather at the event site on the day of the scheduled event, fees will be refunded and all participants will be notified by phone.

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## Adult/Girl Ratio

1. All events must meet the minimum adult/girl ratio as indicated on page 69 of Safety-Wise. All trips and events require adults to attend unless otherwise indicated.

## Tagalong Policy

1. Tagalongs are any children who are not registered Girl Scouts, including babies and boys, or Girl Scouts at an age level other than that for which the event is designed.
2. Troops or individuals arriving at an event with a Tagalong will be asked to make other arrangements for the child.

## How to Register for an Event

1. Complete the registration form (found on page 47-48 and 49), including the participant listing or register online.
2. Print clearly when completing the registration form. Use the same name you gave when you completed your Girl Scout yearly membership registration (i.e. Elizabeth vs. Beth).
3. Return the registration form, with payment, to any Girl Scouts of Greater Iowa Leadership Center prior to the closing date. Include any Cookie dough and/or scholarship amount to be applied and attach a scholarship application. If there is a non-registered girl who will be joining your group/troop for the event, include their member registration form with the program registration form to avoid delay in the process of your registration.
4. Registration and money will not be accepted at the actual event. Girls or adults whose fees are not prepaid will not be allowed to participate.
5. You may register online or by fax with a credit card. You may also register by mail or at a Girl Scouts of Greater Iowa Leadership Center with the forms in this book. No phone registrations will be accepted.
6. Make checks payable to Girl Scouts of Greater Iowa. Cash will be accepted for payment, however, do not mail or put cash into the office drop box. Cash is only accepted during normal business hours.
7. Troop/Group Leaders and Parents must utilize the Girl Scouts of Greater Iowa Parent Permission Forms for every girl participant and keep those in their possession during the program at all times.

## Questions

1. About what will be happening at the event - Contact the Leadership Center listed. All phone numbers for our Leadership Centers are found on page 2.
2. About guidelines, procedures, and registration - Contact the Des Moines Leadership Center at (800) 342-8389 or email: GirlScoutRegistrar@gsiowa.org

## Website

Please visit our website to view these program events, to register online and more!

[www.girlscoutsiowa.org](http://www.girlscoutsiowa.org)



## GO GREEN - It's Easy to Register Online!

Online registration will be available at [www.girlscoutsiowa.org](http://www.girlscoutsiowa.org) at 8:00 am on January 29, 2010, under the Program Events section.

A website confirmation page will appear when you have successfully registered online. PLEASE NOTE: This is not a confirmation that you are "in" the event, it is only a confirmation that you have submitted your registration correctly.

You will receive an official confirmation from the Council noting that you are either in the event or on the waiting list. The official confirmation will be mailed or emailed to you (if emailed, it will come from GirlScoutRegistrar@gsiowa.org.) All areas of the online registration must be complete or your registration will not be processed. If you do not receive communication from us within two weeks after you have submitted your registration, please call us at 800-342-8389 or email us at GirlScoutRegistrar@gsiowa.org.

## Frequently Asked Questions

# FAQs

### Q: What if I would like to register for more than one event?

A: You must complete a form (paper or online) for each event you would like to attend.

### Q: Will my credit card be charged immediately? What if my troop/group/individual doesn't get into the program event?

A: Yes. Your credit card will be charged right away. If your group/troop/individual does not get into the event, your credit card will be refunded on the close date of the event. Please see the refund policy on page 61 for more information.

### Q: Will registering online guarantee a spot in the event?

A: No, all registrations are taken by date submitted or postmarked. Registering online does not increase your chances of being placed in an event.

### Q: If I have problems registering online, who do I contact?

A: Call or email the Des Moines Leadership Center and we will be happy to assist you. We can be reached at 800-342-8389 or 515-278-2881 or GirlScoutRegistrar@gsiowa.org.

### Q: Is there a way to view all the events on a calendar?

A: Yes. There is a calendar on our website that lists all events by grade level. Descriptions are also available by clicking on name of the event. You can find this under "Program Events" and then "Calendar of Events".

# EVENT REGISTRATION FORM



Use this form when registering independent of a group or as a new member. Registrations are accepted through the deadline listed in the event information. Payment for all participants must accompany the registration form. By submitting this registration form and payment, you acknowledge that you have read, understand, and will abide by the council's policies and procedures regarding events, including those listed in the Event Registration Information.

**Program registrations can be:**

**Delivered to:** Any Leadership Center

**Completed online:** [www.girlscoutsiowa.org](http://www.girlscoutsiowa.org) (credit/debit card)

**Mailed to:** Girl Scouts of Greater Iowa, Attention: Program Registration, 10715 Hickman Rd, Des Moines, IA 50322

**Emailed to:** [GirlScoutRegistrar@gsiowa.org](mailto:GirlScoutRegistrar@gsiowa.org) (credit/debit card)

**Faxed to:** (515) 278-5988 (credit/debit card)

**GIRL PARTICIPANT CONTACT INFORMATION**

Girl's Name: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 School: \_\_\_\_\_ Grade Level (circle) K 1 2 3 4 5 6 8 9 10 11 12  
 Girl's Email Address: \_\_\_\_\_ Preferred method of contact:  email  postal mail  
 Juliette Girl Scout (circle): Yes No Five Digit Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_  
 Dietary Restrictions, Medications, Health Concerns or Other Special Needs \_\_\_\_\_

**ADULT CHAPERONE INFORMATION**

Name(s) of Accompanying Adult(s): \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Dietary Restrictions, Medications, Health Concerns or Other Special Needs \_\_\_\_\_

**REGISTRATION INFORMATION**

Event Name: \_\_\_\_\_  
 Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_, has my permission to participate in the event listed above on the date and time listed above. She is in good physical health and has not had any serious illnesses or operations since her last health examination. She has received all necessary immunizations and vaccinations. During this event, my contact information is: Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Medical/Hospital Insurance: \_\_\_\_\_ Policy/Group #: \_\_\_\_\_

In the event of an emergency and no one can be reached, I give my permission for the adult in charge of the event to take the registrant to a medical facility and seek necessary medical treatment. I have read the event information and agree that the registrant and I will abide by the policies and procedures stated therein. I give permission for the registrant to attend and participate in all phases of activities (except those noted above) including off-site travel when it is part of the program. I understand that if the registrant is found using tobacco, drugs, or alcohol, or is behaving in a manner which is dangerous to herself or event participants, she will be sent home at her parents'/guardians' expense.

**MEMBERSHIP INFORMATION:**

I AM A NEW MEMBER: Yes No I acknowledge that the registrant will make the Girl Scout Promise and abide by the Girl Scout Law. The registrant has my permission to join Girl Scouts. I understand that when participating in Girl Scout activities the registrant may be photographed for print, video, or electronic imaging. I understand that the images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout council or Girl Scouts of the USA. I acknowledge that the images will be the sole property of either the local Girl Scout council or Girl Scouts of the USA.

I HAVE ENCLOSED \$12 FOR ANNUAL MEMBERSHIP DUES (OCT. 1 - SEPT. 30), in addition to event fees: Yes No

I HAVE ENCLOSED A COMPLETED SCHOLARSHIP FORM FOR MEMBERSHIP (available at [www.girlscoutsiowa.org](http://www.girlscoutsiowa.org)): Yes No

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT CHARGES**

**PAYMENT METHOD SUMMARY**

# Attending	Price/Person	Sub-Total
Girls	X\$ _____	= \$ _____
Adults	X\$ _____	= \$ _____
<b>TOTAL FOR EVENT</b>		<b>= \$ _____</b>

Scholarship Amount Requested - Form(s) enclosed .....	\$ _____
Cookie Dough Being Used .....	+ \$ _____
Cookie Dough Card Number _____	
Cash/Check(s)/Money Order(s) Enclosed .....	+ \$ _____
Credit Card .....	+ \$ _____

**NOTE FOR TRIPS: Cancellations will be accepted and refunds will be processed only until payments are made for transportation.**

Circle One: Discover MasterCard Visa

# \_\_\_\_\_ V-Code \_\_\_\_\_

Exp.Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED = \$ \_\_\_\_\_**