

# Registration Guidelines

**Getting Started:** Look through the program guide and find the grade level programs that are right for you. Be sure to look at the “Programs for All Grades” and “Mixed Grades” sections as well as those designed for your specific grade level. If a program in which you are interested is offered more than once, pick the date and/or time that works best for you. Troops must provide adult supervision. If you are part of a troop/group, you can also attend any program as an individual. If you do, you will need to get an adult to attend with you, unless the listing indicates that Council supervision is provided.

**How Much Does It Cost:** Fees are listed in the event description as either per person or per girl. “Per person” means that the same fee applies to both girls and adults. Cookie Credits or Cookie Dough can be used to pay for up to 50% of the cost of the girl participant fee for any event listed in this program guide. Please note: FULL payment is required at the time of registration so the actual Cookie Credits/Dough to be used MUST be included with the registration form.

**Financial Aid:** Girl Scout programs should be accessible to ALL girls. Financial aid is available for many programs. If you wish to request financial aid, please complete your Council’s Financial Aid Request Form and return it to the applicable address below. Forms may be printed at either [www.girlscoutsvt.org](http://www.girlscoutsvt.org) or [www.swgirlscouts.org](http://www.swgirlscouts.org). You may also call either Council to request a copy. Please contact your local Council for information.

**Cookie Dough/Credits:** Cookie Credits or Cookie Dough can be used to pay for up to 50% of the cost of the girl participant fee for any event listed in this program guide. All Cookie Credits/Dough to be applied must be included at the time the registration form is submitted. **Please note: The GSSWC Cookie Dough expiration date has been extended until March 31, 2009, for program events only. Please keep this in mind when registering for any 2008-2009 events.**

**Registration Deadline:** The registration deadline is the last date that completed registration forms and full payment are accepted. Each event lists its own deadline. Some programs require a registration deadline that is two months before the event, so make sure to pay special attention to deadlines when reading program descriptions. If you plan to register for more than one event using the same form, be sure to send it in time to accommodate the earliest event deadline. Final numbers of girls and adults attending are required at the time of registration and payment-in-full (including any Cookie Credits/Dough) must be sent with your form. Registrations without participant numbers or full payment will NOT be processed. Additional girls from a troop/group may be allowed to register after the original registration has been sent, depending on space availability and the status of the program wait-list. Placement of any girls wishing to participate AFTER the original registration has been sent and processed cannot be guaranteed. **Remember that many events fill BEFORE the registration deadline.** If you are sure you want to attend an event, register early. If you are interested in a program and the deadline has passed, please contact your Council to see if space is still available.

**How to Register:** You may register for up to three events using one form. Forms are to be mailed or faxed to the Council where you are a registered member. Additional forms may be printed on-line at either [www.girlscoutsvt.org](http://www.girlscoutsvt.org) or [www.swgirlscouts.org](http://www.swgirlscouts.org). Registered members of Girl Scouts of Swift Water Council may also register on-line at [www.swgirlscouts.org](http://www.swgirlscouts.org). When registering on-line or by fax, you may use a credit card to pay the total or the total less Cookie Credits/Dough. Cookie Credits/Dough must then be mailed to your Council as soon as possible to guarantee your space. When mailing, please send completed registration forms with payment in full to the Council where you are a registered member:

**Girl Scout Council of Vermont**

79 Allen Martin Dr., Essex Junction, VT 05452  
Phone: 800/639-3055 Fax: 802/878-3943

**Girl Scouts of Swift Water Council**

P.O. Box 10832, Bedford, NH 03110-0832  
Phone: 800/654-1270 Fax: 603/627-4169

**How Many Adults Should Attend:** In order to allow as many girls as possible to participate in events, registration is only open to girls and the required ratio of leaders/chaperones necessary to safely supervise and transport the girls. Unless specified otherwise in the program description, troops need two adults per every 6 Daisies, 12 Brownies, 20 Juniors and Cadettes, and 24 Seniors and Ambassadors. If more than two girls from the same troop are registering, a leader MUST attend and meet all prerequisites. Individual Girl Scouts must be accompanied by an adult chaperone unless the event description indicates otherwise. Adult supervision is provided for many Cadette, Senior, and Ambassador programs. In these instances, the Council has provided the required ratio of adults to supervise the event and additional adult supervision at the event is not necessary. This policy is to accommodate the request for girls to have some events that leaders/advisors do not attend. Your support is appreciated. When in doubt call your Council.

**Prerequisites:** Please check individual program listings for any prerequisites.

**Special Needs:** Events can accommodate participants with most special needs. Please get in touch with the event contact person prior to registering to discuss how we can best meet the special needs of any girl or adult.

**Confirmation:** You will receive an acknowledgment of your registration once we receive your registration form and full payment. If the event is full, you will be notified and will either be wait-listed or the Council will return your payment. An event packet will be sent out three weeks prior to the event.

**Cancellations:** If a troop or individual cancels and there is no wait list, there will be no refund. A refund will ONLY be given IF the cancellation occurs BEFORE the registration deadline AND if there is a wait list. If an event is full when a troop or individual registers, a refund of the fee will be made ONLY if that troop or individual cannot be placed in the event by the Girl Scout Council.

**Weather Concerns:** If there is severe weather on the day of your event (snow, sleet, freezing rain, etc.) do not leave for the event before 8:00 a.m. for day events or 2:00 p.m. for evening/overnight events. The program department will call you by those times if the event is cancelled. When in doubt, delay your departure. It is better to arrive late than to arrive at an event location only to find out that the event was cancelled. If the event is cancelled, an alternate date will be scheduled, if possible. If the event is not cancelled and you choose not to attend, your event fee cannot be refunded.

# Girl Scout Event Registration Form

(You may use this form for up to three event registrations.)

Individual/Juliette Registration  Troop Registration Troop/Group/Member # \_\_\_\_\_ SU # \_\_\_\_\_

Level (Please check one):  Daisy  Brownie  Junior  Cadette  Senior  Ambassador

Event Name: \_\_\_\_\_ Event #: \_\_\_\_\_ Event Date: \_\_\_\_\_

Final # Girls: \_\_\_\_\_ Final # Adults: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event #: \_\_\_\_\_ Event Date: \_\_\_\_\_

Final # Girls: \_\_\_\_\_ Final # Adults: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event #: \_\_\_\_\_ Event Date: \_\_\_\_\_

Final # Girls: \_\_\_\_\_ Final # Adults: \_\_\_\_\_

Individual's or Juliette's Name: \_\_\_\_\_

Leader/Advisor/Parent/Guardian/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

If attending as a troop, the certified First Aider is: \_\_\_\_\_

**Please Note: Registrants may be photographed and images may be used for promotional materials, news releases, websites, and in other published formats for Girl Scouts. Do we have permission to photograph participants?**

- Yes, individual may be photographed  No, please do not photograph individual  
 Yes, all girls in troop/group may be photographed  No, please contact me about restrictions

## PAYMENT INFORMATION: (please send to the Council where you are a registered member)

\_\_\_\_\_ # of girls X 1st event fee \$ \_\_\_\_\_

\_\_\_\_\_ # of adults X 1st event fee \$ \_\_\_\_\_

\_\_\_\_\_ # of girls X 2nd event fee \$ \_\_\_\_\_

\_\_\_\_\_ # of adults X 2nd event fee \$ \_\_\_\_\_

\_\_\_\_\_ # of girls X 3rd event fee \$ \_\_\_\_\_

\_\_\_\_\_ # of adults X 3rd event fee \$ \_\_\_\_\_

\$45 pp Boston Museum GSCV Bus \$ \_\_\_\_\_

**TOTAL EVENT FEES** \$ \_\_\_\_\_

**Less Cookie Credits/Dough** -\$ \_\_\_\_\_

**TOTAL \$\$ ENCLOSED** \$ \_\_\_\_\_

### MAIL/FAX TO:

#### Girl Scouts of Swift Water Council

P.O. Box 10832, Bedford, NH 03110-0832 Fax #: 603/627-4169

### OR

#### Girl Scout Council of Vermont

79 Allen Martin Dr., Essex Junction, VT 05452 Fax #: 802/878-3943

### Credit Card Authorization: Please charge payment of

\$ \_\_\_\_\_ to my:  Visa  MC  Discover  GSSWC ONLY - American Express

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:** ID #: \_\_\_\_\_ Program #: \_\_\_\_\_ Program Name: \_\_\_\_\_

Program #: \_\_\_\_\_ Program Name: \_\_\_\_\_ Program #: \_\_\_\_\_ Program Name: \_\_\_\_\_

**Payment:** D: \_\_\_\_\_ CD/C: \_\_\_\_\_ F: \_\_\_\_\_ GS: \_\_\_\_\_