

Event Registration Policies (Southern Region)

Registration for program events at www.mbgsc.org/training_reg.html
(from August 1 thru October 31, 2009). See previous page for online registration.

Pay by credit card or check.

If using Cookie Dough or Financial Assistance, please use forms in this book.



Registration Information

EVENT REGISTRATION FORM: Registration available on-line at www.mbgsc.org/training_reg.html or use a form. Both individual and troop forms are located in this book. Do not combine more than one registration/form per troop.

Please note there are two registration forms: one for troops and one for individuals. Please use the correct form. Some programs are “drop off events” and require more information than is listed on the Individual Registration form.

PARTICIPANTS ATTENDING: Fill out the forms completely and include the names of all attending. Make a copy for yourself.

CODES: Each event and session (*if applicable*) are coded. These codes must be included on Registration Form.

SESSIONS: If different sessions are available, mark preferred 1st & 2nd choices. If not marked, session will be assigned according to availability.

GRADE LEVEL: Each event shows grade-level participation.

PRICING STRUCTURE: Please notice if fee states “per girl,” etc.

Per girl- each individual girl pays. (*Safety-Wise adults free*)

Per person- everyone attending (including adults), pays.

Per couple- one girl & one adult equals a couple.

Family- every person in a family attending must pre-register and pay (unless stated that children under a specific age do not pay).

Safety-Wise - Only the required number of adults are allowed to attend the program for the number of girl participants. See pages 69 and 71 in “Safety-Wise” or Leader/Advisor Responsibility on next page. These adults pay only if fee states “per person.” They may attend at no cost if fee states “per girl.”

Tagalong- Anyone who is not a registered Girl Scout or registered for the event due to insurance issues may not participate.

Financial Assistance- Forms must be received by the first deadline of an event for consideration. This 2-part form (front & back) must be completed in full and submitted with event registration form.

OVERPAYMENT: If you overpay for an event and we must issue a refund, there will be a \$2 administrative fee charged.

CAPACITY: Some events fill before deadline. When capacity is reached, no further registrations will be accepted.

DEADLINES: Each program event has two deadlines.

Why?

The first deadline (approx. 4 weeks prior to event) is the date that a decision is made to continue with the event or to cancel if the minimum number has not been met.

- Do not hold registrations.

The event may be cancelled and would have been held if registrations had been received by the first deadline. We receive numerous calls telling us “*We were planning to attend the event with 18 girls, but you’ve cancelled it.*”

Note: It is better to register 10 girls that you are sure about and add the additional girls at a later date because your 10 girls might have made the minimum number required.

Why do we sometimes cancel the event before the last deadline? We cancel a program in order to defray any additional costs associated with the program if we do not have the minimum number of registrants. If we cancel, we will lose facility deposits and possibly supply expenses and staff planning time. Programs are not meant to make money, but we try not to lose any more than we have to.

- Registrations will be accepted at a higher fee if space is available and if the event has not been cancelled. Please note the final registration closing date (*approx. two weeks prior to event*).
- Enclose the correct amount of money indicated based on when the registration will be received by the Council.

INCOMPLETE REGISTRATIONS: Forms with incomplete information, inaccurate fees, or those received after deadline will be returned. No registrations will be processed after the final deadline.

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HOW TO REGISTER:

On-Line: Register online at www.mbgsc.org/training_reg.html

Mail: Must be "postmarked" by 6pm ET by deadline date and include check, money order, or credit card info.

Fax: Must be "faxed" in by 6pm ET by deadline date giving credit card info.

Hand Delivered: Must be "delivered" before 6pm ET by deadline with payment.

Telephone: None accepted unless indicated.



- Provide only the required number of registered Girl Scout adults for supervision as stated in **Safety-Wise**. Space is limited to registered Girl Scouts and the appropriate number of adults (*unless otherwise stated*).

2 adults for every 6 Daisies (Grade K-1)

(plus 1 adult for each additional 4 Daisies)

2 adults for every 12 Brownies (Grades 2-3)

(plus 1 adult for each additional 6 Brownies)

2 adults for every 20 Juniors (Grades 4-5)

(plus 1 adult for each additional 10 Juniors)

2 adults for every 20 Cadettes (Grades 6-8)

(plus 1 adult for each additional 10 girls)

2 adults for every 24 Seniors (Grades 9-10)

(plus 1 adult for each additional 12 girls)

2 adults for every 24 Ambassadors (Grades 11-12)

(plus 1 adult for each additional 12 girls)

- Tagalongs (unregistered children) will not be accommodated at Council events, unless indicated, due to council insurance liability.

- Collect and return all fees and Cookie Dough by deadline. Financial Assistance forms must be completed and returned by *first* deadline.

- Collect all parental permission slips.

- Advise parents and girls that events are open to them even if troop is not attending.

- Carry medical releases to events.

Questions

about an event?

Contact Program Services Director

about a training?

Contact Volunteer Development Manager

about space availability?

Contact Program Services Department



GIRL SCOUTS (SOUTHERN REGION)

P.O. Box 15969 (1936 Dayton Blvd.)

Chattanooga, TN 37415

423-877-2688 • 800-446-2472

F 423-877-5587

www.mbgsc.org • info@mbgsc.org



Confirmations

- Only registered participants will be notified of cancellations or changes. If you do not receive a confirmation one week prior to event, please contact Program Services Dept.
- If registering online and paying with a check (instead of a credit card), your registration is not confirmed until payment is received in this office.
- If an event does not have enough participants, it may be necessary to cancel. Don't delay in sending in your registration.
- Sometimes you forget to inform us if you're planning on attending an event (*especially those with no fees required*); therefore, we cannot notify you of cancellations or changes if we don't know you're coming.



Cancellation Policy

- If we cancel, all registration fees will be returned in full.
- If a participant cancels, a written request must be received by the Council office by first deadline to receive a refund (less administrative fee*).
- In case of illness or family emergency, refunds (less administrative fee*) are made only when a written request, which includes a physician's statement, if applicable, is received by the Council no later than two weeks after the event.

*10% of the fee paid or a minimum of \$2 per person will be retained as an administrative fee. On large events/trips, the deposit plus 10% and \$2 administrative fee will be charged.

Bad Weather



Call staff person in charge of event (name will be in your confirmation), the morning of event for any messages on voice mail about cancellation or changes:

423-877-2688 or 1-800-446-2472