

## SECTION 4

### Girl Scouts of Northern Illinois (GSNI) Summer 2010 Council Event Registration Information

Unless otherwise noted, registration for all events begins March 31, 2010.

**HOW TO REGISTER:** Complete a GSNI Council Event Registration Form.

If **registering as an individual**, you may include the registration form and payment for one buddy in the same envelope. **Check the program description to determine if adult chaperones are required to accompany girl participants.**

If **registering as a troop/group**, have each girl's parent complete a separate permission slip and bring them WITH YOU to the event. For most programs, **troops/groups must be accompanied by adults, meeting the proper girl/adult ratio.**

Troop registrations will keep all your girls together—all will get in or not get in. If you don't want any girls left out, troop registration is recommended.

Unless otherwise noted, registration for events are open for both troop/group and individual registration.

Registrations and payment may be:

- Completed online at [www.girlscoutsni.org](http://www.girlscoutsni.org)
- Mailed to the Elgin Service Center
- Hand delivered to any of GSNI's service centers during regular business hours. (GSNI is not responsible for forms dropped off when a center is closed.)
- Registrations must be received by the deadline date.

*NOTE: Registrations are not accepted over the phone and no spots can be held without a paid registration.*

However you choose to register, you must not register prior to the beginning registration date (March 31 for most events in the summer 2010 program listing.)

Registrations postmarked, dropped off, or submitted online prior to the beginning registration date will receive a two-day penalty. (Held for two days after registration opens.)

If the number of registrations received on the same date exceeds the number of spaces in the event, registration from that date will be selected by lottery.

Registrations postmarked, dropped off, or submitted online after the close of registration will be accepted ONLY at the discretion of the vice president of program or her/his designee. Please CALL the program assistant at Ext. 7127 for possible availability after the registration deadline has passed.

**PAYMENT:** Payment in full MUST be submitted with the registration. Cash, check, money order, VISA, MasterCard, Discover and/or "Cookie Dough"/"IRG Credits" are accepted. **Online registration requires credit card payment.** "Cookie Dough"/"IRG Credits" cannot be used with online payment.

**CONFIRMATION:** A registration confirmation will be sent to all participants shortly after the **closing date of registration**. If you have not received a confirmation (either via e-mail or US mail) five (5) days prior to the event, please call the program assistant at Ext. 7127.

**FINANCIAL ASSISTANCE:** A limited amount of financial assistance is available. Girl participants may request up to \$15 twice a year for program financial assistance. If requesting financial assistance for a program event, submit a completed financial assistance request WITH the event registration form. The financial assistance form may be found on the GSNI website or contact the program assistant at Ext. 7127.

#### REFUND PROCEDURE:

- A full refund of the fee (including deposit) is made ONLY if a participant can't be placed in the program of her choice or if it is necessary for GSNI to cancel a program opportunity.
- A partial refund, cost of the event minus a \$5 processing fee or 1/2 the event fee for events costing less than \$10, will be given *if requested in writing prior to the event deadline*. When requesting a refund, include the following information in an e-mail or letter to the program assistant at Ext. 7127: name and address of participant, name and date of event, and reason for request.
- **No refunds will be given after the event registration deadline.**

If a Girl Scout membership registration fee was paid, it is non-refundable.

#### CHAPERONES:

Adults accompanying participants may be responsible for:

- Assisting with program activities as requested by program facilitator.
- Administering any necessary disciplinary actions when behavior is disruptive. If behavior continues to disrupt, the workshop facilitator may alert the chaperones to have them handle the situation appropriately.



**Girl Scouts of Northern Illinois  
Council-sponsored Event Registration Form**

|                                  |
|----------------------------------|
| OFFICE USE                       |
| Postmark/<br>Delivery Date _____ |

Return with payment to: Girl Scouts of Northern Illinois OR Register online at  
 Elgin Service Center www.girlscoutsni.org  
 12N24 Coombs Road  
 Elgin, IL 60124

| PROGRAM INFORMATION               |           | GIRL INFORMATION   |              | ADULT INFORMATION   |               | PAYMENT   |
|-----------------------------------|-----------|--------------------|--------------|---------------------|---------------|-----------|
| Name of Program<br>Event/Workshop | Date/Time | Number of<br>Girls | Fee per Girl | Number of<br>Adults | Fee per Adult | Total Due |
|                                   |           |                    |              |                     |               |           |

**INDIVIDUAL REGISTRATION:**

(In some cases, girls registering individually must be accompanied by an adult. See individual event descriptions.)

Girl's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
 Troop/Group No. \_\_\_\_\_ OR \_\_\_\_\_ Individually Register Girl Scout  
 Parent/Guardian Name \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_

**TROOP REGISTRATION:**

(Requires troops/groups meet proper girl/adult ratio at event.)

Volunteer's Name \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_  
 Troop/Group No. \_\_\_\_\_

| Girl Participant Names | Grade | Adult Names | Current<br>First Aid |
|------------------------|-------|-------------|----------------------|
| 1. _____               | _____ | _____       | Y / N                |
| 2. _____               | _____ | _____       | Y / N                |
| 3. _____               | _____ | _____       | Y / N                |
| 4. _____               | _____ | _____       | Y / N                |
| 5. _____               | _____ | _____       | Y / N                |
| 6. _____               | _____ | _____       | Y / N                |
| 7. _____               | _____ | _____       |                      |
| 8. _____               | _____ | _____       |                      |
| 9. _____               | _____ | _____       |                      |
| 10. _____              | _____ | _____       |                      |

If additional space is needed to list girls and/or adults,  
 please attach second sheet of paper.

Please indicate any special needs that those in attendance may have (diet, activity, limitations, etc.):

**PAYMENT INFORMATION**     Check/Money Order     Cash     Credit Card     Cookie Dough/IRG Credits

Credit Card Information:     Visa     MasterCard     Discover    Expires \_\_\_\_\_  
 Cardholder's Name (PRINTED) \_\_\_\_\_ Signature \_\_\_\_\_  
 Cardholder's Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Card # \_\_\_\_\_ Validation Code \_\_\_\_\_  
 Three number on back of card in the signature box.