

SECTION 4

Girl Scouts of Northern Illinois (GSNI) 2010-2011 Council Event Registration Information

Unless otherwise noted, registration for events held October-December 2010, begins September 1, 2010; events held January-May 2011 begins December 1, 2010.

HOW TO REGISTER: Unless otherwise noted, registration for events are open for both troop/group and individual registration. Note: Permission slips will be sent with the confirmation; however, the activity permission slip found on the GSNI website may be used.

If registering as an individual, 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.

Registrations and payment may be:

- Completed online at 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 (Sept. 1 for events in Oct.-Dec; Dec.1 for events in Jan.-May.)

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 received 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.

PROGRAM CANCELATIONS: If a program does not meet the minimum registration as of the deadline date, GSNI reserves the right to cancel the program. Notice will be made by e-mail and phone.

PAYMENT: Payment in full MUST be submitted with the registration. Cash, check, money order, VISA, MasterCard, Discover and/or "Cookie Dough/Juliette Credits" are accepted. **Online registration requires credit card payment.** "Cookie Dough/Juliette Credits" cannot be used with online payment. Cookie Dough/Juliette Credits must be received prior to the expiration date listed on the coupon.

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.