

Registration Guidelines

NEW Events:

We continuously add events throughout the year, so be sure to subscribe to *GSSA Weekly*, the council's weekly e-newsletter, to be notified as events are added.

Complete:

Fill out the [Event Registration Form](#) completely – using the details specified in the event description.

Pay:

Full payment must accompany the Event Registration Form, unless otherwise stated in the event description. Payments may be made by check, money order, Visa, MasterCard or Discover (including debit cards).

Delivery:

The completed Event Registration Form may be mailed, faxed, e-mailed or delivered in person to the appropriate service center specified in the event description.

Receiving:

When your Event Registration Form arrives, it will be date stamped, and your Event Registration Form will be reviewed for completeness and the completed forms will be held for processing.

If the Event Registration Form is incomplete, it will be returned to you. You may complete the Event Registration Form and again return it to the service center. A new date stamp will be recorded for use in processing.

Every event participant, including girls and adults, must be a registered Girl Scout, and adults should also have been approved as volunteers by GSSA.

Deadlines:

Registrations for August through January 31, events will be accepted with a date stamp after July 15.

Registrations for February 1 through July 31 events will only be accepted with a date stamp after December 15 through the registration deadline for each event. Event Registrations received before December 15 will be returned to you.

Penalty for Late Registrations:

If the registration form is received after the deadline, a penalty fee of an additional 10% of the entire registration fee must be paid before the registration will be processed.

Processing:

Event registrations will be collected and date stamped on a daily basis. When the number of date stamped registrations exceeds the number of spaces still available for the event, the registrations received that day will be entered into a random drawing for the remaining spaces.

Registration confirmation will be sent as soon as possible. The confirmation will be sent via e-mail, so please provide an e-mail address, so that we may provide your confirmation in a timely manner. Additional event information will be sent within two weeks prior to the event. You will be notified as soon as possible if the event is full.

Cancellations:

By YOU – Cancellation notifications will only be accepted in writing (via e-mail, fax, walk-in or postal mail). Refunds for cancellations are made only if the notification is received at the appropriate service center by the registration deadline date specified in the event description. A 15% cancellation fee will be withheld for registration refund processing.

By COUNCIL – Cancellations due to weather-related problems, or for other reasons beyond the council's control, will be announced via the telephone messaging system at the council. We will attempt to notify the troop contact listed on the form by telephone, as well. Every attempt will be made to issue full refunds for such cancellations.

If an event is cancelled by the council, for reasons other than those stated above, you will be notified as soon as possible via the preferred contact on the Event Registration form and a full refund will be issued.