

NEW Events: We will be continuously adding 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.

Mail: Mail the completed Event Registration Form to the appropriate service center specified in the event description. No walk-in registrations will be accepted until after the registration deadline has passed.

Receiving: When your Event Registration Form arrives, the postmark date will be recorded, 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 mail it to the service center. The new postmark date will be recorded for use in processing.

Every event participant, including girls and adults, should be a registered Girl Scout.

Deadlines: Registrations for August 2009 through January 31, 2010, events will be accepted with a postmark after July 15, 2009. Registrations for February 1, 2010, through July 31, 2010, events will only be accepted with a postmark after December 15 through the registration deadline for each event. Event Registrations postmarked before December 15 will be returned to you.

Early Birds: Some programs have two registration deadlines — if you register by the first deadline, your troop gets a discount! The early registration deadline and price are listed with the on-time registration deadlines and prices in the program description.

Processing: Starting one week after the August 1, 2009, or December 15, 2009, postmark date, Event Registrations will be grouped and processed on a daily basis according to postmark.

When the number of postmarked 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 or to the contact address on the form. Please help us save paper, by providing your e-mail address!

Additional event information will be sent at least 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. 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.