

# Program Events

## Registration Guidelines and Procedures

Please see page 249 for the registration form.

### Adult Supervision Guidelines

At least two adults must accompany every Girl Scout (GS) troop to a program event. (See *Safety-Wise* guidelines on page 63 for exact ratio information.) GSHOM's primary goal is to provide programs for girls; as a result, there may not be space for additional adults (see individual program descriptions for details). To provide a diverse experience for girls, GS troop members may be separated into different groups. Adults may be asked to supervise girls who are not members of their GS troop. Please be sure all adults and girls in the GS troop are aware of this.

### Registering Individually for Events

Girls are welcome to register for events individually. GS troop leaders are encouraged to share information with girls and their families about the opportunities available to them; even those in which the GS troop chooses not to participate. At some events, adult supervision will be provided for girls registering individually. Most events request that an adult attend as a chaperone. Please check the program description for details.

### Family Events

GSHOM offers a variety of events throughout the year especially for families. Family program descriptions are included in this book; additional programs are available on our Web site at [www.GSHOM.org](http://www.GSHOM.org).

### **NEW!** Bring-A-Friend Events

GSHOM offers several events where Girl Scouts can bring their non-Girl Scout friends. Bring-A-Friend program descriptions are included in this book and are indicated with this icon. These programs are priced at \$2 above Girl Scout fees to help cover the cost of activity insurance for non-members.



Bring a friend!

### Get Ready. Get Set. Volunteer!

Some events need volunteers to register participants, open and close buildings, set up and clean up, supervise individually registered girls, plan programs, offer workshops or serve as First Aiders. If you are interested in helping, check the event description to see if volunteers are needed. If selected to help at an event, the volunteer and GS troop will receive the following:

- Free registration for the volunteer
- Early registration for the GS troop before the lottery
- And the personal satisfaction of helping make it happen!

Use the Program Event Registration Form on page 249 to apply for a volunteer position. To be considered, the Program Event Registration Form should be received or postmarked by the opening day. If selected, volunteers will be contacted with detailed information about their job assignment(s), most positions will require volunteers to arrive early for the event to handle check-in or receive the necessary orientation for their assignment.

### Financial Assistance

Assistance is available for Girl Scouts with financial need. Families are asked to pay a portion of the fee. The Applying for Financial Assistance for GSHOM Program Event Fees Form (see page 251 or visit the Web site) must be attached to the Program Event Registration Form (see page 249) or the request cannot be processed.

### Tag-alongs

Tag-alongs are children who are not registered in the GS troop, such as a sibling of any age. Tag-alongs change the dynamics of the event, which is not fair to the GS troop, other GS troops or the event facilitator. Tag-alongs are not permitted to attend events (unless otherwise indicated). Individuals may be denied participation in a program if they choose to bring tag-alongs. A refund will not be given if you are denied participation for this reason.

## Refunds and Cancellations

**Cancellations must be submitted in writing by the event registration deadline.**

Full refunds are given for cancellations prior to the registration deadline. No refunds are given for cancellations after the registration deadline or for failing to attend the event. Registration may be transferred to another GS troop or individual who meets the program level requirements of the event.

## How to Register for a GSHOM Program

1. Have your girls go through *The Source* and select programs that interest them. Based on their input, select programs they would like to attend.

2. The GS troop leader or the parent/guardian completes a Program Event Registration Form for each program the girl(s) would like to attend.

3. Mail, fax or drop off the completed registration form with appropriate fees and/or financial assistance request(s) to your local regional center. Full payment is due at the time of registration. We recommend you mail your registration forms prior to the opening date to ensure equal access to program events. Please do not mail registrations more than two weeks prior to the opening date.

4. GS troop placement begins for programs based on the registration forms received by 5 p.m. on each program's opening date.

- If more registration forms are received than space allows, registrations will be randomly chosen until capacity is filled (see the Registration and Lottery Process).
- Otherwise troops will be placed on a first come, first-served basis until capacity is reached or the registration deadline, whichever comes first.

5. Two weeks prior to the event you will receive:

- A confirmation packet confirming your placement in the program, or
- Wait list notice because the program is full. If space becomes available you will be notified.

6. Have a great time with your girls at one of GSHOM's many programs!

**Note:** To comply with auditing practices, checks, cash and credit cards will be processed immediately upon receipt of the registration form. This does not guarantee your registration in a program.

## Online Registration

Online registration is available for **most** program events at [www.GSHOM.org](http://www.GSHOM.org). Online payments can be made with VISA, MasterCard or Discover. In order to use online registration, your computer must be equipped with the following:

- Microsoft Internet Explorer version 5.5 or higher
- JavaScript and cookies must be enabled in your browser
- Any popup blockers must be disabled

## Opening Date

Registrations can be mailed or hand delivered up to two weeks prior to the opening date for a program. Many events are very popular and fill quickly so we encourage you to register early. To increase the probability your GS troop will be selected for any particular event, your registration should be received by 5 p.m. on the opening date. Registration will close when capacity is reached or at the registration deadline, whichever comes first. A waiting list will be maintained for all events that have reached capacity. All registration opening and deadline dates are listed in the event description.

## The Registration and Lottery Process

All registrations received by 5 p.m. on the opening date are processed with equal consideration given to all. If GSHOM receives more registrations than space allows for an event, a lottery will be held. During this process the registrations are shuffled and randomly chosen and placed until the event capacity is reached. If there are still openings after the opening date, registrations will be processed on a first-come, first-served basis until capacity is reached or until the registration deadline. Due to the large number of registrations, please hold requests for telephone confirmation until two weeks after the opening date.

Checks, cash and credit cards are processed upon receipt. If a GS troop is not selected, the GS troop will be placed on a waiting list. If there is a cancellation, GS troops/individuals from the list are called to see if they are still interested in participating.

Checks returned for insufficient funds or credit card declines are subject to cancellation of registration, unless immediate action is taken to correct the problem.

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This process ensures that all GS troops have equal access to program events. A lottery system allows enough time for anyone throughout GSHOM to submit a Program Event Registration Form for consideration before participants are randomly selected on the opening date.

Be sure to check the E-Council link on the GSHOM Web site at [www.GSHOM.org](http://www.GSHOM.org) for program availability.

### Program Confirmation - Help Girl Scouts Go Green!\*

Confirmation packets are sent within two weeks of the event date. Confirmation packets include driving directions, arrival instructions and other information to help the GS troop have a great time at the event. If a confirmation packet has not been received two weeks before the event date, please alert the sponsoring regional center so a new packet may be sent.

\*If you provide an e-mail address on your Program Event Registration Form, your confirmation packet will be sent electronically.

### Additional Participants

If space allows, additional participants may be added before the registration deadline. Add-ons must be submitted in writing, on a Program Event Registration Form, with appropriate payment. If an event reaches its capacity, it will not be possible to add additional participants. Please call to check for space availability.

### Outcomes Met

Each program description includes a heading titled "Outcomes Met" with a letter/number combination. This letter/number combination refers to the 15 leadership outcomes of the Girl Scout Leadership Experience. The letter refers to the three keys of leadership - Discover (D), Connect (C) or Take Action (T). The number refers to the actual outcome within each of the three keys of leadership. Refer to the *Transforming Leadership* book, our Web site at [www.GSHOM.org](http://www.GSHOM.org) or page 27 in this book for more information on the Girl Scout Leadership Experience and the complete list of outcomes.

### Overnight Accommodation Options

Be sure to keep in mind that if you're attending a GSHOM program in an area away from home, there are camps and other facilities available for GS troop overnight stays. For example, if you're a troop from the Ann Arbor Region and would like to attend a program in the Kalamazoo area, you might want to think about an overnight at Camp Merrie Woode. This is a great opportunity for an overnight adventure and a wonderful way to get acquainted with other camp facilities. Check out pages 236 - 243 for more details on each camp facility and what they have to offer.

### GSHOM Regional Center Contact Information

Return all Program Event Registration Forms with payment to your local GSHOM regional center (see pages 5-10).