

# Adult Training Registration

## How to Register (face-to-face sessions only)

1. Download the Adult Training Registration Form from [www.gsnwgl.org](http://www.gsnwgl.org) or photocopy from Section G of *The Source*.
2. Complete all sections of registration form.
3. Return form and any required payments and/or additional documentation to:

**Girl Scouts of the Northwestern Great Lakes, Inc.**  
Adult Development Department  
4693 N. Lynndale Dr.  
Appleton, WI 54913

Registration for courses not requiring payment may be faxed or emailed.

Email: [training@gsnwgl.org](mailto:training@gsnwgl.org)  
FAX: 920.734.1304



## Registration Information

- Enrollment is on a first-come, first-served basis.
- Fees are due at time of enrollment. Spaces cannot be held without payment. Please make checks payable to: Girl Scouts of the Northwestern Great Lakes, Inc. (or GSNWGL).
- Register at least five (5) days prior to course for: Leadership Essentials, and enrichment courses.
- Register at least 10 days prior to course for: Outdoor Education and First Aid/CPR Courses.
- Please mark your calendar with training dates.
- Early registration is encouraged.
- Downloadable online sessions, such as GSUSA Volunteer Orientation, Council 101, and the self-directed Leadership Essentials module do not require advanced registration or payment, only completion and submission of learning logs.

## Cancellations

Fees are kept to a minimum, and are used to offset the costs of processing, supplies, site rental charges, and instruction time.

Courses/Sessions that do not reach minimum enrollment by the registration deadline will be cancelled. If you cannot attend a course for which you have already registered, please contact the Adult Development Department to withdraw, so that we may fill your slot.

Inclement weather: If Adult Education Events are cancelled due to inclement weather, announcements will be made via local media.

## Refunds

To keep costs low, refunds cannot be issued unless the training is cancelled by the Council. If you cannot attend, you may transfer any fees paid to another course if change is made prior to registration deadline. After the registration deadline, you may send another person in your place. The GSNWGL Adult Development Department must receive notice of this change, as well as a completed registration form from the substitute, at least one business day prior to the training.