



# Event Registration Information

## **Registration opens Monday, August 31!**

We strongly recommend registering early, as sessions may fill quickly. All events close two weeks before the event date if not filled earlier. Specific directions on how to register for events in this book are on page 64.

## **When will I receive a confirmation?**

Confirmations with a map, driving directions, and other detailed information will be sent two weeks prior to the date of the event by email (if provided) or by mail.

## **How much do the events cost?**

Event fees vary per participant depending on the length of the event as well as the equipment, materials, recognition cost, staff time, and preparation required.

## **Where are the events held?**

Events are held throughout the GSNWGL Council jurisdiction. We utilize our Council facilities as much as possible to provide programs. We also have many community partners that allow us to offer more programs to give girls additional opportunities in more areas.

## **Are teen leadership opportunities available?**

Yes! Girl Scout teens are always welcome and encouraged to assist at events. Teens are required to attend Program Aide (PA) or Leader In Training (LIT) prior to volunteering to learn how to assist girls at events. Information on PA or LIT trainings can be found on page 98.

## **What is the cancellation/refund policy?**

To keep costs low, refunds will only be issued if the event is cancelled by the Council or for family/medical emergency (requests must be made in writing). If by the registration deadline you cannot attend the event for which you have paid, you may transfer the fee within two months to another Council-Wide or Council-Sponsored program.

## **Do troop leaders need to attend?**

Troop Leaders and parents are encouraged to attend, but not required. If attending, adults will be asked to assist with activities and to ensure appropriate girl behavior. Parents or troop leader should also ensure that health forms are completed and available the day of the event.

## **Can the troop stay overnight?**

Yes, if the event is held at a reservable Council facility, you can coordinate your event attendance with an overnight for the troop at the same facility, based on availability. Registrations need to be made separately and will be confirmed separately. It is helpful to note this on both registrations. See page 116 for more information on how to reserve a Council facility.

## **What about severe weather?**

Stay tuned to local media or visit [www.gsnwgl.org](http://www.gsnwgl.org) if you have any questions or concerns about the cancellation of an event due to dangerous weather conditions. Cancellations will be announced by noon for an evening event and 6 a.m. for a morning event.

## **Financial Assistance**

Financial Assistance is available to all girls, if needed. Please fill out the form on page 136 completely and send to the Council. A letter will be sent to you with the balance due.

## HOW TO REGISTER :

### Online Registration

1. Log on to **www.gsnwgl.org**.
2. Click on the Program tab.
3. Scroll down and click the Register Online for Council Programs button.
4. Follow the prompt to select new or returning, then the age/grade, then select the event.
5. Fill in the girls' information.
6. Enter credit card or e-check information.
7. Click submit, and you're done!

### Mail-In

1. Fill out the Event Registration form on page 133. This form is also available on our website (you will need to open the form, type in your information, save it to your computer, print, sign and mail in to the nearest Service Center).
2. Make checks payable to Girl Scouts of the Northwestern Great Lakes.
3. You will be notified if the event is full within five days from time of receipt.
4. You will receive a confirmation two weeks before the event giving more information.
5. Mail completed form(s) and payment to:  
**Girl Scouts of the Northwestern Great Lakes**  
P.O. Box 9427  
Green Bay, Wisconsin 54308

### Walk-In Registration

1. Fill out the Event Registration form on page 133.
2. Bring completed information to the nearest Service Center (see page ii for locations).
3. You may pay by cash, check or credit card. Cookie dough can only be used via mail or walk-in registration.
4. You will be notified if the event is full within five days from time of receipt.