

REGISTERING FOR A COUNCIL SPONSORED EVENT

Registration Procedures

- Read the event listing carefully. Note the date, time, cost, contact information, registration start date and registration deadline (if applicable).
- If applicable, complete the Activity Registration Form found in the back of this booklet.
- Applications received before registration start date will be returned.
- Use one (1) Activity Registration Form per activity.
- Complete participant Event Attendance Roster found on the back of the form.
- Mail the completed form with full payment to:
Girl Scouts—Arizona Cactus-Pine Council, Inc.
POB 21776, Phoenix, AZ 85036-1776, Attn: Registration Dept.
- Email and phone registrations will not be accepted.
- Applications are stamped with the date of receipt and placed in order before event placement.
- Unless stated, participant numbers include girls only.
- Please follow Safety-Wise girl/adult ratios. Extra adults leave fewer spaces for girls.
- Tagalongs, siblings and children not registered with your troop may not attend events. Adults acting as chaperones must focus on the supervision of the troop/group and should be registered members of Girl Scouts.

Registration Tip: Programs offered in this brochure invite our entire council to participate. If you see a program that your girls are interested in, complete and mail the Activity Registration Form with payment ASAP. Programs reach capacity quickly.

Confirmation

Registration status will not be confirmed over the phone. A written, emailed or faxed confirmation will be mailed 1-2 weeks after close of registration or when program has reached capacity. The confirmation packet includes a “what to bring list” and important information relevant to the activity.

Cancellations, Changes and Refunds

To cancel or change registration, notify the Registrar in writing at least 7 working days prior to the activity. When a cancellation is received in writing, fees will be refunded.

Once registration is confirmed, refunds or transfers between activities or girls will not be permitted. Activity fees will not be refunded if a girl leaves during an activity due to homesickness or misconduct. In the event of illness or injury requiring a girl to leave early, the fee will be prorated to determine the appropriate refund.

If your registration has been confirmed with an outside agency, please contact the agency directly to make changes to your event.

Program Modifications or Changes

Girl Scouts—Arizona Cactus-Pine Council reserves the right to cancel, modify or limit space in any activity listed in this brochure because of insufficient registration or any unusual circumstance. In the event of such a cancellation, full refunds will be given.

Due to unforeseen circumstances, such as, inclement weather or safety consideration, activities may need to be cancelled or altered from the descriptions provided in this brochure. Refunds will not be given due to circumstances beyond our control.

Girl Support

Girl Support (Financial Assistance) is available to registered girl members of GS-ACPC. Request an application from your Neighborhood Manager. Submit it with the registration form full payment.

The amount granted is based on individual need and the availability of funds. Girl support will cover partial activity fee. Once a girl is registered for an activity and confirmed, the girl support will be considered.

You will receive a letter indicating if girl support has been granted and in what amount. Submit the bottom portion of the letter to the Registrar for credit to your account.



Girl Scouts—Arizona Cactus-Pine Council, Inc.

ACTIVITY REGISTRATION FORM

One event per form
Duplicate as needed

Troop # _____ Neighborhood _____

Juliette (Individual Girl Member)

Individual Troop Member

Name _____

Address _____ City _____ State _____ Zip _____

Day Phone (____) _____ Evening Phone (____) _____

Cell Phone (____) _____ E-mail address _____

Number of girls: _____ Number of female adults: _____ Number of male adults: _____

Emergency Contact: Name: _____ Tel: _____

Special Needs: _____

Age: 4 5 6 7 8 9 10 11 12 13 14 15 16 17

EVENT REGISTRATION

EVENT: _____ DATE: _____ TIME: _____

Alternate (in case first choice is filled)

Event: _____ Date: _____ Time: _____

Event: _____ Date: _____ Time: _____

Currently registered member (if not, please include \$10.00 registration fee)

Girl Scout Membership ID # (if known): _____

PAYMENT

Girls: _____ x \$ _____ = \$ _____

Adults: _____ x \$ _____ = \$ _____

TOTAL = \$ _____

Check Money Order MasterCard VISA Discover

Card Number: Expiration Date:

Cardholder's Name: _____ Signature: _____

PAYMENT INFORMATION - Fees are due in full with this registration.
Mail completed registration and fees (do not mail cash) to:
Girl Scouts —Arizona Cactus-Pine Council (GS-ACPC).
P.O. Box 21776, Phoenix, AZ 85036, ATTN: Registration Department

GSACPC use only	
Date Rec'd.	
Amt. Encl	
Chk. # / CC	
Acct #	



Girl Scouts – Arizona Cactus-Pine Council, Inc.
EVENT ATTENDANCE ROSTER FOR COUNCIL SPONSORED PROGRAM

Event: _____ **Event Date:** _____

Troop #: _____ Level: _____ Neighborhood: _____

Leader: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

	Name	Male/ Female	Age (if child)	Gen Perm Form	Health Form
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

*Council's Use Only

Please send roster and non-refundable deposit to:
 Girl Scouts -- Arizona Cactus-Pine Council, Inc.
 119 E. Coronado Rd., Phoenix, AZ 85004

Please make checks payable to **Girl Scouts-Arizona Cactus Pine Council**