

GSSEF PROGRAM REGISTRATION PROCEDURES:

This procedure is designed to offer a clear and simple process for individual girls (with their parents) and troops (with their Leaders or Advisors). Should you have any questions about a program or this procedure, please contact our Program Registrar:

Diana Mills: 954-513-3786 or dmills@gssef.org

Mailing Address for Program: 4701 NW 33 Avenue, Oakland Park, FL 33309

Leaders and Parents: You are required to refer to "Safety-Wise" for specific guidelines regarding girl/adult ratios and transportation guidelines. These are family and/or troop responsibilities. Girls must always be under the supervision of troop-appointed registered adults when attending any Girl Scout function or program. Non Girl Scouts are welcome to attend also, but must register as a Girl Scout prior to the event. We look forward to making new friends.

Annual Girl Scout dues are \$12.00 (2010-2011). For more information about organizational registration, contact Director of Membership, Rhonda Lang Netzel, at 954-513-3775 or rnetzel@gssef.org.

Girl Scouts of Southeast Florida offers Financial Assistance for annual membership and programs. The Financial Assistance Guidelines and Application is available on this site under "Forms and Documents" and "Financial Assistance." For more information about Financial Assistance, contact Chief Membership and Program Officer, Lori Ebinger Sullivan, at 954-513-3764 or lsullivan@gssef.org.

GSSEF PROGRAM REGISTRATION POLICY:

- Pre-registration and pre-payment is required for all programs. No "walk-ins" will be permitted.
- Parents may register for girls who are individually registered or registered in a troop. If a parent/girl wishes to attend an event/program, the Troop Leader attendance is not required; however safety adult to girl ratios are required unless otherwise stated in the program description.
- Program registration filled on a first-come, first-served basis.
- At the time of registration, please carefully detail any special needs you or your girls may have, as we will always do our best to accommodate these needs.
- Full payment must be included at the time of registration. Registration will not be accepted without the appropriate fee(s).
- Exceptions to "full payment" may occur in programs with payment plans and non-refundable deposits. Such exceptions are specifically noted in the program description.
- Checks should be made payable to "Girl Scouts of Southeast Florida" or "GSSEF." Credit cards are accepted for program fees: American Express, Discover, MasterCard and Visa.
- At the time of registration, a roster (list of girls and adults attending) must be submitted.
- Our Council website accepts online registration and payment for most programs. Credit Card payment is required for this form of registration.
- Neither registration via the online format, nor mail-in registration guarantees your spot(s) in a program. Staff will merge both incoming registration formats daily, as to equitably fill the programs on a first-come, first-served basis. The confirmation packet/letter/email will indicate your completed registration.
- For optimum registration results via U.S. Mail, mail program registration (payment and rosters) to Diana Mills: 4701 NW 33 Avenue, Oakland Park, FL 33309. Registration mailed to the Jupiter Service Center will be inter-office mailed to Diana Mills at the Oakland Park Service Center.

- Payments to GSSEF are the full responsibility of the Adult Contact making the registration; this includes responsibility for credit card payments (including online) and check payments. Participant registration will be immediately forfeited for failure to provide sufficient funds for fees. The Adult Contact (i.e. payee) will be responsible for all banking fees applicable to insufficient funds incurred by GSSEF.

GSSEF CONFIRMATION & CANCELLATION POLICY:

- Program confirmation letters/packets are mailed or e-mailed (when applicable) following the registration closing date or within ten days of a program date, to the Adult Contact on the registration form.
- If the program is full, the Adult Contact will be notified by phone as soon as possible. An additional program will be provided whenever possible.
- Programs may be cancelled by GSSEF **two weeks prior** to the program date, based on a minimum registration requirement. Refunds will be issued to if a program cannot be provided by GSSEF.
- Troop (i.e. Adult Contact at time of registration) and individual (i.e. parent) cancellations will be accepted up to **two weeks prior** to the program date. After this date, no refunds will be granted.
- Such fees will be refunded or may be transferred to another program at the request of the Adult Contact, when accommodations are possible.
- Such fees must be used in full within one year of the original program date. After this date, such fees are forfeited to GSSEF.
- Should the situation occur that an online registration is submitted with a credit card payment and that program is full, a refund will be issued.
- Some programs require deposits (i.e. Travel Pathways, Summer Resident Camp, Etc.); such deposits are non-refundable.
- The above described policies regarding confirmation, cancellation and refunds do not apply to GSSEF Summer Camp Programs (held in June, July and August). Separate policies and procedures are provided for these programs.
- All questions regarding these policies should be directed to Program Registrar Diana Mills at 954-513-3786 or dmills@gssef.org.