

## **GSSEF 2009-2010 PROGRAM REGISTRATION PROCEDURES:**

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

Keneitha Monroe: 561-427-0192 or [kmonroe@gssef.org](mailto:kmonroe@gssef.org)  
Mailing Address for Program: 1224 West Indiantown Road, Jupiter, FL 33458\*

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 (2009-2010). For more information about organizational registration, contact Director of Membership, Rhonda Lang Netzel, at 954-513-3775 or [rnetzel@gssef.org](mailto: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](mailto:lsullivan@gssef.org).

## **GSSEF 2009-2010 PROGRAM REGISTRATION POLICY:**

- Pre-registration and pre-payment is required for all programs. No "walk-ins" will be permitted.
- 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). Any exceptions, when we accept non-refundable deposits, 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) will need to be submitted.
- Our Council website now accepts online registration and payment for most programs. Credit Card payments are required for this form of registration.
- Neither registration via the online format, nor mail-in registration guarantees your spot(s). 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 Keneitha Monroe: 1224 West Indiantown Road, Jupiter, FL 33458. Registration mailed to the Oakland Park Service Center will be inter-office mailed to Keneitha at the Jupiter Service Center.