

# Registration Info

**Thank you for your interest in a GSNEWY girl program. Registration is required for all programs. Kindly read and follow all instructions below to ensure we can properly process your registration.**

## Facts to Know Before Registering

- You can register online at [www.girlscoutsnewy.org](http://www.girlscoutsnewy.org) or you can register by mail. See the details for each below.
- Deadlines for registration are two weeks prior to the date of the program unless otherwise noted.
- Girls may register individually for programs.
- Registration is on a first come – first served basis so be sure to submit your registration as early as possible to avoid any disappointment.
- All fees are due upon registration and are non-refundable and non-transferrable.
- No tag-alongs are permitted at program sites; only those girls and adults registered for a program may attend. A tag-a-long is any extra participant who is not registered for the program. This includes siblings, friends, and adults who do not meet but exceed the Safety-Wise (adult/ girl) ratio.
- Dates and times are subject to change by the order of a facilitator, partner, or facility.
- All adults in attendance at an event must pay the associated adult fee when applicable.
- If there are more girls interested in a program than the maximum number allowed, girls may be placed on a waiting list.
- If you are not placed into a program or if the program does not reach its minimum, you will be notified via e-mail and your payment will be refunded.
- A valid and legible email address must be included with each program registration to ensure effective communication.
- No registrations will be accepted over the telephone.

## Paper Registrations

- Print a Registration Form by visiting [www.girlscoutsnewy.org](http://www.girlscoutsnewy.org) and clicking on "Forms" then scroll down to Program Registration Form.
- If a troop or group is registering they may submit one registration form for the group or troop, but every girl attending and her grade level needs to be listed.
- A separate registration form (please print legibly) must be completed for each program.
- A separate check or money order must be submitted for each program.
- If one check or money order is sent for multiple program registrations, the registrations and check will be returned.

## Online Registrations

- Go to [www.girlscoutsnewy.org](http://www.girlscoutsnewy.org) click on program registrations. If you do not currently have an online account you will need to activate your account before processing your registration. Follow instructions listed to activate your account.
- In order to activate your account, you must have an email address on file with us. If you did not list an email address on your membership registration form you should contact the Council Registrar to have your profile updated to include an email address. Once the email address is listed you will be able to activate your account.
- Locate the program you are interested in and complete the online registration process.
- Payment must be made with a credit card. We accept Visa, MasterCard, American Express or Discover.

## How to Register

- Mail, fax or hand-deliver the registration forms with payment to the Albany Service Center or register online. Registrations will not be accepted at other Service Centers.
- Registration is on a first come, first served basis and will continue until the program is filled.
- Acceptable forms of payment are: check, money order, Visa, MasterCard, American Express or Discover.
- Make checks/money orders payable to GSNEWY and submit separate payment for each program you wish to attend.

## Confirmations

Please remember to neatly include a valid e-mail address on all registration forms. In order to use resources wisely, we will send all communications via e-mail. If you do not have access to e-mail please note that on your registration form.

Confirmations are sent via email 7 – 14 days before the scheduled date of the program. Confirmations will include any special instructions, directions and other pertinent information.

## Cancellations & Refunds

Programs run rain or shine unless inclement weather would prevent the program from running. Adult volunteers or girls will be contacted via phone should cancellations occur during the day of program.

GSNEWY reserves the right to cancel any program. If GSNEWY cancels the program for any reason you will receive a full refund.

Refunds for medical reasons will only be processed if notification is made prior to the event and is followed by a written refund request accompanied by a doctor's note.

No refunds will be issued for no-shows or girl/adult cancellations.

## Please send registration forms and payment to:

Girl Scouts of Northeastern New York Albany  
Service Center  
8 Mountain View Avenue Albany, NY  
12205  
Attn: Girl Development Registration Fax: (518)  
489-8065

## Safety Activity Checkpoint

Safety Activity Checkpoint adult/girl ratios are followed at all council programs and events.

Additional adults, in an effort to increase the number of girls allowed to participate, will not be allowed to attend programs unless otherwise stated by the Girl Development Specialist.

## Girl Grants

Girl Grants are available to all girls who would like to attend council sponsored programs and are unable to afford the cost of the program. All applications must be attached to a registration form. If a program deposit is made and a request is not approved, fees for the program will be refunded. Applications must be submitted at least 30 days in advance of the program but must not exceed 90 days. As always, this application is confidential.

### Girl Grant Supporters:

- The Glens Falls Foundation
- Franklin County Youth Bureau
- Greene County Youth Bureau
- Plattsburgh Noon Rotary Club
- Rotary Club of Malone
- The Rotary Club of Schenectady County, inc.
- Stewart's Holiday Match

# Registration Form

Please use one (1) registration form per program. Please complete all sections in blue or black ink. Please ensure you are registering for an age appropriate program before submitting your registration. To avoid any disappointment for all programs please register as soon as possible. Programs are on a first come, first served basis. A potential additional session may be added from a waiting list.

**Program Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INDIVIDUAL REGISTRATION

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

## GROUP REGISTRATION

Please list girls' full names with grade level. If registering as a troop, please list only those attending:

NAME	GRADE	NAME	GRADE	NAME	GRADE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\* if the girls are registering as a troop, please list troop number: \_\_\_\_\_ Service Unit Number: \_\_\_\_\_

## ADULTS' NAMES

(on processing date, we will determine how many adults are needed as required by Safety Activity Checkpoints and necessary ratio. if applicable, all adults in attendance at an event must pay the associated adult fee.)

\_\_\_\_\_  
\_\_\_\_\_

## PRIMARY ADULT CONTACT

Please list adult full name:

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

A valid email address must be provided to enable effective communication between registrant(s) and GSNENY

## PAYMENT

Send form and payment to: Girl Scouts of Northeastern New York | Albany Service Center | 8 Mountain View Avenue | Albany, NY 12205 | Fax: (518) 489-8065

# Girls \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ + # Adults \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Program Fee \$ \_\_\_\_\_  
Membership Fee (\$25) \$ \_\_\_\_\_ (for non-Girl Scouts who wish to register; parent authorization required. \*\*\*)  
Total Due: \$ \_\_\_\_\_

Method of Payment:

Check: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cookie/Credit Card #: \_\_\_\_\_

Select Credit Card:  Mastercard  American Express  Visa  Discover CC #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Card Security Code (Last 3 digits on back of card): \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

*Your signature above signifies your agreement to allow Girl Scouts of Northeastern New York, Inc. to charge the above amount to your credit card. You agree to pay this amount pursuant to the agreement you have with your credit card provider.*

Fees for confirmed participants are non-refundable. Please contact GSNENY at 489-8110 if you have any changes or cancellations. Submit Girl Grant Forms with this Registration Form. \*\* Girl Membership Registration

We acknowledge that the registrant will make the Girl Scout Promise and accept the Girl Scout Law. The registrant has our permission to join Girl Scouts. We understand that when participating in Girl Scout activities the registrant may be photographed for print, video or electronic imaging. We understand that the images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout council (GSNENY) or Girl Scouts of the USA. We acknowledge that the images will be the sole property of either the local Girl Scout council (GSNENY) or Girl Scouts of the USA.