

Registration Information and Procedures

Registrations will be accepted for council-sponsored activities from troops, individuals from troops, or Individually Registered Girls, as well as non-Girl Scouts. All girls may participate in our council-sponsored activities. If a non-Girl Scout wishes to attend, she must pay the one-time \$12 annual membership fee. This fee must be included with the activity registration fee. Once this annual membership fee is paid, a girl becomes a member of Girl Scouts for the remainder of that membership year.

Complete a Council-Sponsored Activity Registration for Troops/Groups form (page 34) if you are registering a troop or multiple girls. Complete a Council-Sponsored Activity Registration for Individual Girls form (page 36) if you are registering only one girl, either from a troop or an Individually Registered Girl. Only one council-sponsored activity may be registered per form. Registering for an activity may be done in the following ways:

eRegistration— www.girlscouts-gsci.org/eregistration
Please note that a debit or credit card must be used for online payment.

Mail to the Champaign Service Center at 701 Devonshire, Suite B16, Champaign, IL 61820

Fax to the Champaign Service Center at 217-328-1548 with credit card information for payment.

As a courtesy we will accept registration forms at any GSCI service center, and at the end of the business day registration forms will be mailed to the Champaign Service Center. However, payment will not be accepted at any service center other than Champaign. To ensure that your registration is received as quickly as possible, we recommend registering online or mailing it directly to the Champaign Service Center.

Paper registrations will be accepted on a first-come, first-served basis as they are received at the Champaign Service Center.

Those troops or Individually Registered Girls who are placed in an activity will receive an email confirmation after the closing date. Confirmations may include additional information regarding the activity (e.g., schedule, what to bring, clothing, etc.). Please review confirmations thoroughly and share the appropriate details with parents and girls before the activity.

Opening and Closing Dates

The **opening registration** for council-sponsored activities is September 1. The **closing registration** date is three weeks before the program date unless otherwise stated.

Registration Placement

All paper registrations received or postmarked after the opening date will be considered on a first-come, first-served basis as they are received at the Champaign Service Center.

Registrations will be accepted beginning on the opening date until all available slots are filled or through the closing registration date, whichever comes first. We will not accept registrations before the opening date. The adult contact will receive a confirmation letter via email with details of the program. Any registration received after the activity is full will be placed on a waiting list. Additional sessions/dates may be added after the closing date. You will be notified and fees will be returned if your troop/girl does not get in to the activity.

Girl-to-Adult Ratios

Adults are responsible for meeting the girl-to-adult ratio unless the program specifically states it will be provided. The chart below reflects the correct girl-to-adult ratios for troops for events, camping, or travel. Individual girls may attend with just one adult.

Age level	TWO unrelated adults (at least one female) for each number of girls.	Plus ONE adult for each additional number of girls.
daisies	6	4
brownies	12	6
juniors	16	8
cadettes	20	10
seniors	24	12
ambassadors	24	12

Fees and Cancellations

Fees must accompany completed registration form(s). To cancel your registration, contact the Champaign Service Center, so those on the waiting list may be notified. **Activity fees are nonrefundable.** If an activity must be cancelled or rescheduled, notification will be given. If the activity is cancelled or the rescheduled date is not convenient for your attendance, fees will be refunded.

Cookie Dough

Cookie Dough earned from the 2011 Girl Scout Cookie Activity may be used to pay for activities within this guide if payment is made with the Cookie Dough card on or before September 24, 2011. Cookie Dough earned from the 2011 Girl Scout Cookie Activity is valid from April 1, 2011 - September 24, 2011. If Cookie Dough is used to pay for an activity and the council/service center cancels or reschedules the activity, the Cookie Dough may be used toward another activity within this guide. Cookie Dough will not be refunded in the form of cash or another card.

Extreme Weather Conditions

In the event of extreme weather conditions, attempts will be made to contact the troop leader or person in charge, as indicated on the activity registration form. Call 217-241-3734 for emergency instructions or to check to see if a program has been cancelled.

Supervision of Other Children

Troops are responsible for collecting permission slips and meeting girl-to-adult ratios (unless otherwise noted). Girls registering individually must attend with an adult (unless otherwise noted). Adults in attendance will be expected to supervise and assist with the girls. Family activities are the exception to this rule and are noted in the description of the activity.

Contributions

On the registration forms you will notice a place to make an optional contribution to help financially disadvantaged girls. This campaign allows families to make a gift on behalf of girls who would otherwise not be able to afford to attend Girl Scout programs. Your support will help provide the Girl Scout experience to girls with a financial need, thereby assisting us in our goal to give every girl within our jurisdiction access to the leadership development, character building, and fun that Girl Scouting provides.

Please note that some Try-Its and badges are being retired. If an activity includes a certain badge or Try-It and they are not available, a substitute will be provided.

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