

## PROGRAM EVENT REGISTRATION

Registrations for programs are accepted:

- 1 Online
- 2 By mail
- 3 By fax

### REGISTRATION PROCEDURES

- Registrations are accepted until the program is full or three weeks prior to the program date, whichever comes first.
- Final payment must be received by five weeks prior to the event or at the time of registration. If received less than five weeks prior, your registration will be cancelled and another troop/individual registration will be accepted in your place.
- If your payment is not received five weeks prior to the event, your troop will be cancelled from the event. The troop is responsible for payment unless cancellation procedures are followed.

- Contact the program registrar if your numbers change! The troop must pay for the original number unless the registrar is notified five weeks in advance of the program. If notification is made after five weeks, the troop is still responsible to pay for the number registered.
- If space allows registrations less than five weeks prior to the program date, full payment must be made at the time of registration and confirmation.
- Troops who do not pay program fees will be rejected from future Council programs, trainings and troop camping.

## ONLINE E-COUNCIL REGISTRATION

- Log onto [www.gsep.org](http://www.gsep.org).
- Scroll to the bottom left or select Events & Programs to link to the E-Council registration calendar.

On the E-Council page:

- Click on Program Event.
- Use the drop down list to select the month of the program you are seeking. Click Go.
- From the selected calendar month, locate the desired program title. Compare the colors of the lettering to the colors in the legend. This indicates the current status of the program.
- If available, click on the program desired. Select the correct registration type for you: troop, individual or program aide.
- Fill in all boxes on the registration form that apply. Please carefully check to assure that your e-mail address is correct. This is the address to which an acknowledgement and later a confirmation and bill

will be sent. This applies to individual girls as well as troops.

- After entering the number of girls or adults, the total fee will appear. When all information is entered, click on Submit Form for Registration.
- An acknowledgement will be sent automatically. Print this page for your records. This auto-receipt does not confirm your enrollment into the program. If you do not receive a receipt, please check your Spam folder.
- Registrations are held within the E-Council database until the minimum capacity for a program event is met. Once the minimum is met, a confirmation with event details and a billing statement will be emailed to the troop leader. This confirms your troop's registration for the event.
- If an event is still open, your troop may still be put into Wait List status if the number of people you register exceeds the number of spots available in the program.

### REGISTER BY MAIL OR FAX

- Mail or fax a completed Program Event Registration form for each program event you would like to attend.
- Use a separate form for each program.
- Registrations are confirmed once the minimum capacity for a program event is met.

A confirmation letter with event details and a billing statement will be sent to the troop leader.

### REFUNDS AND CANCELLATIONS

- All notifications of cancellations and reductions in numbers must be in writing. E-mail, fax or mail your changes no later than five weeks before the program.
- No refunds will be made if cancellations are less than five weeks prior to the event. This includes any reduction in the number of participants.
- GSEP reserves the right to cancel an event due to insufficient registration, act of nature or other reasons beyond our control. In the event of program cancellation, a full refund will be issued.
- Troops who repeatedly cancel at the last minute, are no shows or fail to make payment for events will be prohibited from attending future programs.

### WEATHER-RELATED CANCELLATIONS

Most programs will run rain, snow or sunshine! However, if you are concerned, please contact the facility or GSEP. In the event of cancellation, an attempt will be made to contact the numbers provided on registration forms. With large events, KYW 1060 NewsRadio will also be notified. The event will be rescheduled or a refund will be issued.

### IMPORTANT POINTS FOR ADULT VOLUNTEERS/PARENTS:

- All girls attending a program event must be registered Girl Scouts.
- Girls may register as individuals for a program when noted in the Program Event Planner.
- Council sponsored programs are designed for specific age levels. Please only register for programs that are in your age level. In addition, leaders and parents/guardians must make arrangements to leave other children at home.
- Per GSEP Policy, all adults who attend overnight events with girls must have a completed volunteer application including criminal background clearances on file at headquarters.
- Program space is often limited; some programs will indicate Safety-Wise® adult ratio only.
- **Due to planning issues and safety concerns, walk-in girl and adult registrations cannot be accepted at any GSEP program.**

#### To Contact the Program Event Registrar:

Program Registration  
P.O. Box 27540  
Philadelphia, PA 19118

**Telephone:** 866.564.2030, ext. 1037

**Fax:** 215.564.6953

**E-mail:** [programregistration@gsep.org](mailto:programregistration@gsep.org)

# PROGRAM EVENT REGISTRATION FORM

**DIRECTIONS:** Please read the Program Registration Guidelines. No deposit required! Use a separate registration form for each program. This form may be photocopied. Please print. Reductions/Cancellations must be made in writing five weeks prior to event.

**REGISTER BY MAIL:**

Girl Scouts of Eastern Pennsylvania  
Program Registration  
P.O. Box 27540  
Philadelphia, PA 19118

**OR FAX:**

215.564.6953

**OR INTERNET:**

See directions for registering through  
E-Council on page 24.

**Please circle registration type:** Troop Individual Girl Family

**Event Name:**

**Date:**

**Time:**

**Number of Girls:**

**Number of Adults:**

**Troop Leader/Individual Girl Name:**

**Service Unit:**

**Troop Number:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Phone: Day:**

**Evening:**

**E-mail:**

**Cell Phone:**

**PARTICIPANT(S) HAVE THE FOLLOWING SPECIAL NEEDS:**

*For overnight programs providing meals, please indicate any participant who has food allergies or food restrictions.*

<p><b>Name(s):</b> _____</p> <p>_____</p> <p><b>Special Need(s):</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**Not all programs have provisions for free adults!** Please refer to the program description for adult fees. Unless otherwise indicated, the rule is one free adult for every: 3 Daisies, 6 Brownies, 8 Juniors, 10 Cadettes/Seniors/Ambassadors.

**I have read and understand the nature of the event for which we are registering, and I understand and agree to the registration guidelines. If registering for an individual girl, a chaperone is required for Daisy, Brownie and Junior levels. Permission forms are also required for all programs. They can be downloaded from the forms page at [www.gsep.org](http://www.gsep.org) and should accompany all registrations.**

**Troop Leader/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION. AN INCOMPLETE FORM CANNOT BE PROCESSED.**

