



# Event Registration Form

One Event Per Form

Troop Leader Name: _____		Troop # _____	
Level: <input type="checkbox"/> Daisy (K-1) <input type="checkbox"/> Brownie (2-3) <input type="checkbox"/> Junior (4-5) <input type="checkbox"/> Cadette (6-8) <input type="checkbox"/> Senior (9-10) <input type="checkbox"/> Ambassador (11-12)			
<input type="checkbox"/> I'm an Individually Registered Girl		<input type="checkbox"/> This form is an addition to my original registration form for this event.	
Name (Adult submitting form) _____			
Mailing Address _____		Home Phone _____	
City _____ State _____ Zip _____		Cell Phone _____	
Email _____			
Event Name: _____		Event Date: _____	Event Time: _____
# of Girls	X	Fee	\$
# of Adults	X	Fee	\$
Subtotal			\$
If a girl is not a registered Girl Scout member please attach her registration form and payment			
<b>Total Enclosed</b>			\$

**Payment** (full payment is due with registration)

Check  Visa  MasterCard  Discover

Card# \_\_\_\_\_

Printed Name \_\_\_\_\_

Exp. Date \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

CVV \_\_\_\_\_

Signature \_\_\_\_\_

If requesting financial assistances follow the directions on the form and attach to registration.

- Please tell us how you heard about this event
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Membership Staff     | <input type="checkbox"/> GSAK e-news     | <input type="checkbox"/> Flyer                  |
| <input type="checkbox"/> Service Unit Manager | <input type="checkbox"/> GSAK Facebook   | <input type="checkbox"/> GSAK Website           |
| <input type="checkbox"/> Troop Leader         | <input type="checkbox"/> GSAK Pathfinder | <input type="checkbox"/> Other (Please specify) |

Girl's First & Last Name	Girl's First & Last Name	Adults First and Last Name
1.	8.	1.
2.	9.	2.
3.	10.	3.
4.	11.	4.
5.	12.	5.
6.	13.	
7.	14.	

Questions, please contact 907-248-2250 or visit [www.girlscoutsalaska.org](http://www.girlscoutsalaska.org)

Mail to: GSAK Event Registration 3911 Turnagain Blvd. E, Anchorage, AK 99517

Fax with credit card payment to: 907-243-4819

# Registration Policies



Registration is required for participating in any event listed in the Pathfinder, even when there is no fee, unless otherwise stated.

Registration for events begins two months prior to the event date. **Troops or individuals may register for events at the Anchorage office or may mail or fax registrations to the Anchorage office with full payments.** No registration for events will be taken by phone. Changes to a registration need to be emailed to Danielle Morrow, the Database Specialist, at [dmorrow@girlscoutsalaska.org](mailto:dmorrow@girlscoutsalaska.org).

Registration closing date is two weeks before the event, unless otherwise noted in the event description.

## Adult and Non-Member Information

Non-member girls can become members by completing a membership form and paying the \$20 annual membership fee.

Troops/groups must always have appropriate adult-to-girl ratios as stated in Volunteer Essentials, unless otherwise noted in the event description.

Individual girl members must attend with an adult, unless otherwise specified in the program description.

Tag-alongs (children of any age who are not participants in a program) are not allowed at events, unless otherwise noted.

## Deadlines for Girl Scouts of Alaska Events

Unless otherwise stated, the registration deadline is two weeks before the event and all fees are due at the time of registration.

Registrations will be processed on a first-come, first-served basis. Registrations received after the event is full will be placed on a waitlist. Any event fee is still applicable.

All financial assistance requests must be submitted with the registration form.

## Payment and Financial Assurances

All fees processed by Girl Scouts of Alaska are deposited upon receipt, according to accounting practices. This does not indicate the registration is confirmed. Please check your acknowledgement email for status.

Any registrations that do not contain full payment will be held two business days. During that time GSAK will attempt to contact the adult listed. If the issue is not resolved within two business days, payment and registrations submitted will be returned.

Financial assistance is available for girls wanting to attend an event. A completed Financial Assistance Request form needs to be attached to registration when submitting to GSAK. The Financial Assistance Request form can be found at the GSAK office or online.

## Cancellation Policy

Cancellation requests are required in writing (email preferred). Please notify the Database Specialist, Danielle Morrow, at [dmorrow@girlscoutsalaska.org](mailto:dmorrow@girlscoutsalaska.org) ASAP if you need to cancel. Receiving this information early may allow time to fill your space.

If a troop/group or individual cancels after the registration closing date, all money paid becomes nonrefundable unless GSAK can fill the spaces from the waitlist.

If GSAK cancels an event, all money received, will be refunded.

Waitlist participants will be refunded all money paid after the date of the event.

## Confirmation Information

You will receive a confirmation packet specific to your event approximately two weeks before the event. The confirmation packet will be emailed out to the adult contact.

If you want to add participants to an event, contact the Database Specialist by email. We will accommodate additions if space is available.

Note: We CANNOT always add participants to event.