girl scouts of black diamond

Troop Program Event Registration Form

P:304.345.7722 · F: 304.345.6427· www.bdgsc.org

INSTRUCTIONS

- Be sure to read event registration details before registering. Please print clearly with blue/black ink or type. Forms cannot be transferred from one event to the next.
- **Incomplete registration forms will not be processed.**
- Full payment must accompany registration form unless deposit option listed in event details.
- Pre-registration is necessary to ensure adequate materials are available.
- **No walk-ins will be accepted. No refunds will be given after the close of registration.**
- Registration for all events will close on date listed in event details, or sooner if event fills before registration deadline.
- One registration form must be completed for each event.
- Only girls currently in grade listed in event details may attend event. Some events may require an adult to attend with individual participants, check event details.
- Girls must be a registered Girl Scout.
- For overnight events, adults must be a registered Girl Scout and complete the volunteer application process.
- Attach a girl health history form for each girl attending.

TROOP DETAILS

Troop/Group # _____ Troop Grade Level: ○ Daisy ○ Brownie ○ Junior ○ Cadette ○ Senior ○ Ambassador ○ Multi Grade Level

Adult Contact Name: First _____ Middle _____ Last _____

Address _____ Apartment _____

City _____ State _____ Zip Code _____

Phone (_____) _____ Cell Phone (_____) _____

E-Mail Address _____ **I wish to opt in:** ○ Yes, I will help GSBDC use resources wisely and receive my confirmation via e-mail .

EVENT DETAILS

Event Name _____ Event Location _____

Event Date _____ Event Time _____

Fees:

Participants	#Attending	X Fee/Person	= Total Fee
Girl	_____	X _____	= _____
Adult	_____	X _____	= _____
Total	_____	X _____	= _____

Total Fee:

$_____

Unless deposit is listed in the event details.

○ I am requesting financial assistance in the amount of

$_____

A Girl/Adult Opportunity Form must accompany the event registration form.

AGREEMENT

In utilizing this form, you are agreeing to comply with all event registration procedures, and certify that all girls and adults participating in the event listed above are registered members of Girl Scouts of the USA. The troop leader/Adult in Charge at the event is responsible for permission slips, health histories, and emergency contact information, for each participant attending the event, and understands no girl will be allowed to stay without this information.

Signature of Leader/Adult in Charge _____ Date _____

PARTICIPANT LIST

List all event participants; include all information requested. If additional space is required, attach your own list. Incomplete registration forms will not be processed.

Name	Address	Girl/Adult	Approved Volunteer

PAYMENT

○ Cash

○ Check
Make checks payable to Girl Scouts of Black Diamond

○ Credit Card
VISA, MasterCard, Discover, AmEx

○ Gift Card

Name on Credit Card: _____
Credit CardGift Card #: _____
Expiration Date(MM/YY): _____
Signature: _____

Your signature above signifies your agreement to allow Girl Scouts of Black Diamond Council 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.

SUBMIT

FAX 304-345-6427
- Must pay with Credit Card
- GSBDC cannot confirm receipt of FAX
- Do not mail original form once fax is sent

MAIL
Girl Scouts of Black Diamond Council
PO Box 507
Charleston, WV 25322

REMINDERS
- **Consider using priority mail to ensure timely receipt.**
- **Allow up to 10 days for delivery recommended.**