



How to Register – Q&A

To help with the processing of your application, fill out the program registration form completely. Please indicate preferences by first, second and third choice, when applicable.

Q. How do I register for more than one event?

A. Fill out one form for each event. For additional forms, visit www.gsgatl.org.

Q. How do I find out about event availability?

A. For event availability, call (404) 527-7524 or e-mail campregistrar@gsgatl.org or girlprogramregistrar@gsgatl.org.

Q. What if I need more details on the event?

A. Call or e-mail the contact person for the event.

Q. Where do I find the accounting code?

A. This is found after each event description. By including this code, we are better able to process your event registration promptly and correctly.

Q. Where do I send the registration form?

A. The address is on the bottom of the Event Registration Form. Faxed forms will not be accepted. If you would like to drop off your application you can do so by leaving it with the receptionist at the Atlanta Service Center and she will date stamp the application. The date stamp becomes your postmark date as if you mailed the application.

Q. How do I know when to send in my application?

A. Each event has a beginning and ending registration date. Registrations should be postmarked on the beginning registration date until the ending registration date. Do not postmark your registration before the beginning registration date. Registrations postmarked prior to the beginning registration date are held until the second day of registration. Applications are placed in events by postmark date. Events can fill before the ending registration date.

Q. How do I know I got into an event?

A. Confirmations for events are mailed or e-mailed to the adult listed on the registration form. For 500 accounting codes, a confirmation letter or wait-list letter is mailed or e-mailed within one week of the close of registration. A detailed confirmation is sent two weeks prior to the event. For 600 accounting codes, a receipt of application letter is sent within two weeks of receipt of the application. A detailed confirmation is sent two weeks prior to the event. If you do not hear from us, contact the registrar.

Q. What if my troop wants to camp and do an activity at camp?

A. If your troop is planning to camp at Meriwether, Misty Mountain, Pine Acres, Pine Valley or Timber Ridge, send your completed application for a 500 accounting code event along with your Troop Camping Application. This will allow us to match your program activities with your camping weekend.

Q. Do I send money with the registration?

A. Each event description includes payment instructions. Checks, or cash paid at the council office are acceptable forms of payment. Credit cards are not accepted. Cookie dough, cookie campership funds or Girl Scout gift cards can be used for event payment.

Q. What if I need to apply for financial assistance?

A. Complete the Financial Assistance Form found on the Web site or contact your service unit director and mail it in with the Program Registration Form.

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Q. How do I get a refund?

A. For 500 accounting codes, non refundable fee's are noted in the Fee section of the event description, if it is not please check your confirmation material for refund information. For most events, a refund, less a processing fee, is sent if cancelled in writing 14 days prior to the event. For 600 accounting codes, money is not returned after the ending registration date because the money has already been committed to the event. If you find out that you cannot attend, you may try to find a replacement and work out reimbursement with that person or troop. Please notify the registrar of cancellation so that our records are accurate and we are not expecting you or your troop at the event.

Q. How do I register as an individual for an event?

A. Each person registering for an individual event must send in the completed Program Registration Form and check off the individual box. Faxed applications are not accepted.

Q. How do I register as a troop for an event?

A. Each troop leader fills out the Program Registration Form and checks off the troop box. If there are other instructions on what form to use under the registration section of the event, please follow them. Faxed registrations are not accepted.

Q. What if I have a girl or adult with a disability?

A. Most activities can be adapted for disabilities. Use the space provided on the registration form to let us know about the participant's needs.

Q. What is a tag-along?

A. See *Volunteer Essentials* for information on tag-a-longs.

Q. Do I have to be a registered member of this council to register for events?

A. Yes. Events listed in this publication or on our Web site are intended for currently registered girl and adult members in our council unless otherwise noted in the event description.

Q. What happens if we are expected inclement weather on the date of our event?

A. The council will make a decision within 24 hours of the event start time whether to postpone or cancel the event. If the event is scheduled to run and you or your troop are not comfortable attending the event you may cancel with no refund. If the event is postponed you will be given the opportunity to reschedule or cancel with a possible partial refund depending on the specific event circumstances.