



# DISCOVER

## Council Sponsored Events

### The Registration Process

Below is a sample event listing. All registrations must be accompanied by fees. Checks should be made payable to Girl Scouts – North Carolina Coastal Pines. If you are applying for financial assistance, pay a deposit (minimum of \$5 per person per event) with your registration and mail the financial aid request form to: Girl Scouts – North Carolina Coastal Pines, P.O. Box 91649, Raleigh, NC 27675-1649. After your registration is processed, you will receive a confirmation email or postcard. You will also be mailed or emailed a complete confirmation packet approximately two weeks prior to the event.

### Sample Event Name

Sample event description. This contains a brief description of the event. If you have any questions, please email [programreg@nccoastalpines.org](mailto:programreg@nccoastalpines.org) or contact the Program Registrar at 1-800-284-4475 or 919-782-3021, ext. 3362.

Who: The grade levels that can attend the event (for a listing of grade levels, see page 8)

When: Date and time of the event

Where: Event location

Fee: The cost per girl and adult. If an event has no fee, please register anyway so that we can calculate the number of supplies needed.

Registration: Mailing Date / Processing Date / Closing Date

Individual / Troop

• If you choose to mail your registration, it cannot be postmarked before this date or it will be returned to you. We will collect and hold mailed registrations until the processing date.

• Any girl in the grade level listed above can register for this event along with a parent. Troop registrations will not be accepted for individual events.

• This is the date when registration opens for this event. The event will not be on our Web site until registration opens. When registration opens, we will enter the mailed registrations online.

• This is the last day that you can register for an event if space is available. Please note that some events fill prior to the closing date.

• An adult member of the troop completes one registration listing the number of girls and adults. Please keep to the recommended ratios below.

<b>Two Adults to Every:</b>	<b>Plus One Adult to Each Additional</b>
6 Girl Scout Daisies	4 Girl Scout Daisies
12 Girl Scout Brownies	6 Girl Scout Brownies
16 Girl Scout Juniors	8 Girl Scout Juniors
20 Girl Scout Cadettes	10 Girl Scout Cadettes
24 Girl Scout Seniors or Ambassadors	12 Girl Scout Seniors or Ambassadors

### How Do I Register?

#### By Mail:

- If your registration is postmarked prior to the mailing date, it will be returned to you.
- If registering for multiple events, you must include a separate registration form and check for each event. All registrations must be accompanied by fees.
- If you are requesting financial assistance, the deposit and financial assistance request form must be included with the registration form.
- Your registration will be entered online by our staff when the event opens on the processing date.
- If an event is full and you do not wait list or get in from the wait list, your payment will be returned to you by mail.

#### Online:

- To register online on or after the Registration Processing Date, visit <http://www.nccoastalpines.org/home/events.aspx>
- Select "Click Here to Enter Council Event Registration System."
- You can register for multiple events at the same time.
- Online registration must include payment.
- If requesting financial assistance, pay the deposit online at the time of registration. Then, complete the financial assistance request form and mail it to:  
Girl Scouts – North Carolina Coastal Pines, P.O. Box 91649, Raleigh, NC 27675-1649

**Faxed, emailed, phoned, or in-person registrations will not be accepted.**



Registration Mailing Dates	Registration Processing Dates
September 2, 2009	September 9, 2009
September 30, 2009	October 7, 2009
December 2, 2009	December 9, 2009
January 27, 2010	February 3, 2010
March 31, 2010	April 7, 2010



### Cancellations and Refunds

If you registered for an event and cannot attend, please notify the Program Registrar at [programreg@nccoastalpines.org](mailto:programreg@nccoastalpines.org) or 800-284-4475 or 919-782-3021, ext. 3362 as soon as possible. Refunds are made only if notification and reason for not attending have been received in writing or via email at least two weeks prior to the event. **Please note: there are no refunds for ticketed events and trips** (i.e. theater, ballet, symphony events, Savannah Adventure, other trips, etc.). Refunds for any event will not be given for "no-shows." Full refunds are made if an event is canceled or if placement cannot be made.

### At the Event

#### Expectations for girls:

- Follow the Girl Scout Promise and Law
- Dress appropriately
- Be prompt and sign in before event start time
- Be courteous
- Listen carefully to instructions
- Follow rules
- Leave the space as you found it

#### Expectations for adults:

- Notify the Program Registrar in writing if your troop cannot attend
- Assist the workshop and event facilitators as requested and needed
- Be responsible for and aware of the behavior of girls in your troop
- Bring a positive attitude
- Do not bring tagalongs to events; they will not be allowed to remain at the event

### Adult Supervision Requirements

A minimum of two adults must accompany every troop to a program event (unless otherwise stated in the event description). One adult must accompany an individual participant. Please consult the guidelines in *Safety-Wise* for exact ratio information. Our primary goal is to provide quality programming for girls; as a result, there may not be space for additional adults above the *Safety-Wise* ratio.

### Tagalongs

A tagalong is a child, such as a sibling of any age, who is not registered in your troop. A tagalong can also be a Girl Scout who attends an event which is offered for a grade level different than her own. Tagalongs are not covered by Girl Scout insurance and change the dynamics of the event, which is not fair to the troop, other troops, or the event facilitator. The Council requests that tagalongs do not attend events. Those in violation of this request may be prohibited from attending future events. Several events are open to families of girls. At these events, it is appropriate for siblings and parents to register and attend with the Girl Scout.

### Awards

While much of the Girl Scout program involves girls earning Try-Its, badges, interest project awards, and challenge awards, recognition should not be the main focus of the Girl Scout experience. Many of our events offer opportunities for girls to work on portions of a particular award; however, many events do not help girls work toward recognition. While all requirements may be completed at an event, often work must be concluded in a troop or individual setting.