



Girl Scouts®
Greater Los Angeles

Event Registration & Refund Policy

EVENT REGISTRATION INFORMATION

- Registration for Girl Scouts of Greater Los Angeles sponsored events is based on space available, and processed on a first-come-first-served basis.
- Unless otherwise specified, registrations close two weeks prior to the event.
- Confirmation letters will be sent by e-mail upon receipt of the registration, or as soon as possible thereafter.
- Troops and individuals (girls and adults) must be registered for the current Girl Scout year in order to register or participate in a GSGLA event. If the event is a recruitment event, an exception will be made.
- The appropriate event/activity adult-girl ratios, as outlined in SafetyWise and Volunteer Essentials, must be followed.
- Event registrations can be completed online through the GSGLA calendar, mailed in, or faxed at any time. A troop may register for any event that has not been filled to capacity.

Select your event on the [GSGLA Calendar](#) and register online or download the Event Registration Form from the [Forms Library](#) or pick up a form at your local service centers. To register for an event off-line, complete a registration form and e-mail it to Gillian Goggin at GGoggin@girlscoutsla.org or fax to 626-677-2560, or mail to GSGLA, 9525 Monte Vista Ave., Montclair, CA 91763, with the total fee enclosed. Fees may be paid by credit card or check. Cash is accepted for in-person transactions only.

Juliettes

- Juliette Girl Scouts may attend all events for their program age level unless otherwise noted. Juliettes who register individually for an event will be required to have an adult register and accompany her to the event. The adult must stay for the duration of the event.

Tag-alongs

- A Tag-along is defined as a non registered child, or a registered Girl Scout who is not of the level specified for the program, event or activity.
- Tag-alongs are not permitted at an event unless the event registration specifically states otherwise.
- Tag-alongs must pay the event fee.

Financial Assistance

- Financial Assistance is available for GSGLA events. Applications are available at local service centers. Contact your Program Service Delivery Specialist to obtain an application.

Event Registration & Refund Policy (cont'd)

REGISTRATION REFUND INFORMATION

- Registrants who cancel two weeks or more in advance of the event date will receive a refund of the event fee less a 10% administrative charge.
- Registrants who cancel less than two weeks in advance of the event date will not receive a refund unless the cancellation is due to a medical or family emergency. In case of an emergency, registrants must complete a lease call the registrar to request a “special circumstance refund” form.
- Events are subject to cancellation by the council due to low registration. In the event of such a cancellation, full refunds will be given. Every effort will be made to give adequate notice of cancellation.
- All registrations are on a first-come-first-served basis. All events are “rain or shine” unless cancellation is deemed necessary by the GSGLA Program Team. Registered participants will be notified of any cancellation.

ADDITIONAL EVENT REQUIREMENTS FOR TROOPS

Troops are required to have:

- At least two unrelated adults or the required number of adults to meet Safety-Wise girl-adult ratios, unless otherwise noted
- A current certified first-aider and first aid kit
- Original permission slips for each girl
- Completed Health History Form for each participating girl and adult
- All items listed in event description or confirmation letter
- An adult trained as a Level 1 Troop Camper for overnight camping events where food is provided.
- An adult who trained as a Level 2 Troop Camper for overnight camping events where troops do their own cooking