

# Brandon Valley Garretson Service Unit Girl Scout Event Registration Procedures

BVG Service Unit events are planned and organized by area troop leaders. Some events are age level specific and others are open to all age levels. Some events are open to registered Girl Scouts only while others are open to Girl Scouts and family members.

## **Who can attend BVG Service Unit Events:**

Attendance at BVG SU events is limited to currently registered Girl Scouts (girl and adult) who are in the program level the event is designed for. Only events designated as Bring-a-Friend, Mother/Daughter, Father/Daughter or those specifically inviting tag-a-longs may include non-Girl Scouts.

## **BVG SU Events:**

BVG SU events can be found on the BVGGS.ORG website on the events page. Although we strongly encourage girls to attend with their troop, if the troop is not attending, a registered Girl Scout may register for an event but must be accompanied by a legal guardian during the event. If more than one girl from the troop attends an event, a troop leader (01 or 02) must be present at the event.

Parents must turn in the specific event GIRL permission form (or troop provided permission form) and appropriate fee to the troop leader by the troop leader's specified date.

NOTE: Parents please note that the date on the troop registration form is the date the leader must turn in their paperwork. If the leader does not turn in their paperwork by that date, the troop will not be able to attend the event. Please turn in your daughter's paperwork by the date the leader gives you.

## **Event Registrations:**

Event registrations are accepted when they are submitted using the specific event **TROOP** registration form and a troop check and/or unexpired Dakota Certificates for the total amount is attached. The last day registrations will be accepted (to be received by the leader specified on the troop registration form) is listed on the TROOP registration form. **This deadline will be enforced so we can be prepared for the appropriate number of girls.** For girls to have the best possible experience, we need this time to properly prepare for supply purchases, venue confirmation, Program Aide/volunteer scheduling and other tasks. **Registrations received after the registration deadline will be returned to the troop leader noted on the form.**

Troop leaders must keep the GIRL permission form and bring this along with each girl's **original** Health and Permission Card with parent/guardian signature to the event. The troop leader is responsible for the permission slip and health card for each participant during the event.

## **Payments:**

Payments are due upon receipt of the TROOP registration form. Events must be paid-in-full. Separate TROOP registration forms and payments are required for each event. Please one check per registration form. Dakota Certificates may be applied in addition to a check.

## **Event Refunds:**

Full event fee refunds will be issued in the following circumstances:

- An event is cancelled by the BVG SU Leadership Team due to bad weather, low enrollment or adult/girl ratio is not met. Weather-related cancellations will be made via e-mails to the troop leaders.
- Participant is unable to attend due to serious illness or medical emergency and approved by the BVG SU Leadership Team.

No event fee refunds will be issued in the following circumstances:

- Participant arriving late, leaving early, or attending only a portion of the event.
- An event is held but a participant chooses not to attend.

**Adult/Girl Ratios:**

To make every girl's experience fun and safe, adult supervision is required for all BVG SU events. Troops must have a minimum of 2 supervising registered Girl Scout adults at all times, one of whom must be a trained, appointed leader (01 or 02). Individually registered girls must be accompanied by a legal guardian. Adults who attend are expected to assist with supervision and program delivery. Adult supervision is REQUIRED for all BVG SU events per *Safety-Wise* guidelines and to ensure they have the adequate number of adults to supervise the participants. If your troop does not meet the required adult supervision, your troop will be asked to leave the event.

Girl Scout Grade Level	Grade	Troop Size: Number Of Girls	General Meetings Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls	Events, Trips, & Camping: Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls
Girl Scout Daisy	K– Grade 1	5–15	12	6	6	4
Girl Scout Brownie	Grades 2–3	5–25	20	8	12	6
Girl Scout Junior	Grades 4–5	5–30	25	10	16	8
Girl Scout Cadette	Grades 6–8	5–30	25	12	20	10
Girl Scout Senior	Grades 9–10	5–30	30	15	24	12
Girl Scout Ambassador	Grades 11–12	5–30	30	15	24	12

10/08 (revised 02/09)

Grade level Ratios with current *Safety-Wise* (2000) Edition

You may also find additional updated Safety Activity Checkpoint information including updated girl/adult ratios at: [http://gsdakotahorizons.com/documents/All\\_Safety\\_Activity\\_Checkpoints\\_2010.pdf](http://gsdakotahorizons.com/documents/All_Safety_Activity_Checkpoints_2010.pdf)

**Tag-A-Longs:**

There are no tag-a-longs (boys, siblings, non-registered girls, etc.) allowed at events. **If you bring a tag-a-long to an event, you will be asked to leave.**

**Participants with Special Needs:**

Please list any special needs (dietary, activity restrictions, etc.) on the TROOP registration form.

**Policy of Non-Discrimination:**

No individual will be discriminated against because of race, color, national origin, age, handicap, or socioeconomic status.

**Substitutions:**

Substitutions are not allowed for girl participants. Substitutions are allowed for adult participants in order to comply with *Safety-Wise* guidelines. Please notify the troop leader in charge of the event of any adult substitutions.