

# PROGRAM REGISTRATION INFORMATION

## Registration

Online registration for programs will now be done through Doubleknot, which can be accessed through the event registration links on our website. If you do not currently have a Doubleknot account, you will be prompted to create one. Paper registration forms for all council events and activities can be found on the “Forms and Documents” page of our website, or obtained from any regional office.

## Registration Deadlines

Pre-registration by the designated deadline is required for all council events. Early registration is encouraged, as many events fill quickly. To avoid delay in processing, forms should be filled out completely, include all applicable fees and arrive prior to closing on the day of the deadline. Fees will go up past the registration deadline.

## Fees

Event/activity fees are charged to cover the costs of events and are due at the time of registration. Fees can be paid through troop funds, individually, or with Cookie Bucks. Financial scholarships are not available for program fees.

## Fee Refund/Transfer Requests

Event fee refunds will be given if the registrar is notified in writing 10 business days PRIOR to the event. No shows will be refunded only in the case of serious illness or family death. For serious illnesses, a doctor’s written note is required and should be submitted within 14 days after the event. Substitutions are welcome, but please notify staff during check in if you are substituting one Girl Scout for another.

## Event Cancellations

If an event is cancelled, the person listed on the registration form as the troop contact will be notified by phone or email. For troop registrations, it will be the responsibility of the contact person to notify all girls registered for the event. Cancellations initiated by the council will result in full refund of fees paid.

## Program Minimums

Each program or event has a minimum number of attendees necessary for the program to occur. Program minimums will be stated within the event description on our website.

If a program does not make the minimum participant number, it will be cancelled and registrants will receive a refund.

## Special Needs

In order to best meet the needs of the participants, all special needs (allergies, disabilities, etc.) should be listed on the registration form for each event.

## Adult Supervision and Girl/Adult Ratios

Unless otherwise noted, leaders and other adults should follow the Safety Activity Checkpoints for proper girl/adult ratios for all activities. At all times, troop leaders/adults should be responsible for the supervision of their own troop.

## Non-Girl Scouts

Non-Girl Scouts can attend events and programs too! There is a non-member price for all programs and events. Girls are encouraged to bring a friend or cousin to any event. All individuals must go through the registration process.

## Volunteers

We always need adult and older girl volunteers to help plan and execute our events. If you would like to be on a planning committee, please contact the program team at [programs@girlscoutsdiamonds.org](mailto:programs@girlscoutsdiamonds.org).

## Tagalongs

In Girl Scouting, a “tagalong” is defined as any child and/or adult other than the specific age-level being served at the event/activity. Unless otherwise noted in event descriptions, tagalongs are not allowed at council events due to liability issues and limited space at many venues. Leaders should be responsible for checking with program staff or the program partner to see if it is okay to bring tagalongs and inform their troop parents of this regulation.

