

# General Information

## Opening Date

- Opening date is the first day registrations will be processed for an event.
- Payment (event fee or deposit if applicable) is required with registration submission. Incomplete event registrations will not be processed.

## Closing Date

- Closing date is the last day registrations can be submitted online or paper registrations will be accepted into the Program Registrar's office. 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.
- An event will stay open for registrations until the closing date or until all spots are filled, whichever comes first.

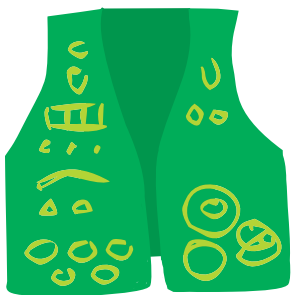


## Special Needs

- Please list any special needs (dietary, activity restrictions, allergies, etc.) on the registration form.
- GSDH will provide reasonable accommodations for people with disabilities. Requests may be made to the district office as early as possible.

## Non-Member Girls

Not a Girl Scout? Not a problem, join today at [www.gsdakotahorizons.org](http://www.gsdakotahorizons.org)! Click "Join" on our homepage. Complete the membership registration process including the \$25 membership dues. Wait overnight for your membership detail to be transferred to our Event Registration System. Access Event Registration from our homepage and register for your event. Or, submit a paper event registration form.



## Adult/Girl Ratios

To make every girl's experience fun and safe, all events must meet the minimum adult/girl ratio required by Safety Activity Checkpoints. If the minimum adult/girl ratio is not met, the event will be canceled and refunds processed. The following ratios must be met:

Daisy (K-1)	2 Adults/1-6 Girls	1 Adult/4 more girls
Brownie (2-3)	2 Adults/1-12 Girls	1 Adult/6 more girls
Junior (4-5)	2 Adults/1-16 Girls	1 Adult/6 more girls
Cadette (6-8)	2 Adults/1-20 Girls	1 Adult/10 more girls
Senior (9-10)	2 Adults/1-24 Girls	1 Adult/12 more girls
Ambassador (11-12)	2 Adults/1-24 Girls	1 Adult/12 more girls

## Waitlist Notices

When an event reaches maximum capacity, a paper registration form with payment may be submitted and will be placed in a waitlist status. The adult contact noted on the registration form will receive an email notification that you are on a waitlist.

## Confirmation Notices

Confirmations will be sent with program details after the closing date of an event. If you do not receive a waitlist notification or confirmation notice within 10 days of the event, please call 800-666-2141.



## Cancellations/Refunds

All cancellation/refund requests must be submitted in writing to the Program Registrar office.

Girl Scouts—Dakota Horizons, Attn: Program Registrar,  
1002 43rd St S, Fargo, ND 58103

Fax: 701-293-7962

Email: [cwestrick@gsdakotahorizons.org](mailto:cwestrick@gsdakotahorizons.org)

### Full Event Refunds

Full event refunds will be issued in the following circumstances:

- An event is canceled by GSDH due to bad weather, low enrollment adult/girl ratio is not met.
- Weather related cancellations will be posted on Facebook and local TV and radio stations.
- Cancellations due to low enrollment or adult/girl ratio not being met will be made via email, phone or US Mail to the adult contact noted on the registration form.
- Participant is unable to attend and written cancellation is received at least 5 weeks prior to the event date.
- Serious illness or medical emergency of registered participant.

### Partial Event Refunds

Partial event fee refunds will be issued in the following circumstance:

- Participant cancellation is received 3-5 weeks prior to the event date, and the event fee is over \$15.00. A partial refund will be issued for the girl or adult event fee less a \$15.00 administrative fee.

### No Event Refunds

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

- Participant arriving late, leaving early or attending only a portion of the event.
- Participant cancellation received less than 3 weeks prior to event date.
- An event is held but a participant chooses not to attend and written cancellation is not submitted by refund deadline.
- Personal check, credit card and money order payments will be refunded via check from GSDH. Troop check or credit card payments will be refunded via ACH electronic refund to troop account.
- Girl event feeds paid for with Dakota Dough will be refunded with Dakota Dough. Please allow 30 days after cancellation to receive your refund.

## Substitutions

Substitutions are not allowed for girl participants. Substitutions are allowed for adult participants in order to comply with Safety Activity Checkpoints adult/girl ratio. Please notify Program Registrar of any adult substitutions.

## Policy of Non-Discrimination

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



## Insurance

Current registered members are covered by activity insurance for all events in the Program Guide. Non-members are covered through supplemental insurance.

## Lost and Stolen Items

Girl Scouts—Dakota Horizons is not responsible for lost or stolen property. In an effort to better protect your property, please write your name on every item you bring with you to an event. Items found at an event will be available at your district office for two weeks. If after two weeks an item hasn't been claimed and retrieved, it will be donated to a charitable redistribution facility.

