

# 2012 Summer Camp Registration Procedures



## NEW ONLINE REGISTRATION SYSTEM!

Easy online registration offers:

- Updated availability
- Instant placement

- Ease of making final payment online
- Visit our website, [girlscoutsgwm.org](http://girlscoutsgwm.org) to get started!



### Register by Mail or Fax

1. Fill out the entire registration form paying close attention to dates, grade levels, fees and required signatures. If registering for one program, list that program and a second choice. If registering for multiple programs, list all program choices and a second option for each.
2. Send a **non-refundable deposit** of \$50 per program. Deposits are only refunded if a girl cannot be placed in one of her choices, does not receive requested financial aid, or her program is cancelled by Council. Cookie Dough cannot be used to pay a deposit, but may be used to pay balances due. If a girl is not a registered Girl Scout (Girl Scout Year October 2011 to September 2012) include \$12 membership fee with registration.
3. Mail, fax or deliver to the Bedford Girl Scout Service Center. Do not fax and then mail copies of registration forms – refunds will not be made for duplicate charges if multiple forms are received.
4. Registrations are processed as received. Registration continues until all programs are full. Incomplete and unsigned camp registrations will be held at the Girl Scout Service Center, but will not be processed until all information is complete.

### Apply for Financial Aid

If you would like to apply for financial aid, complete the Financial Aid Application on page 14 and mail with your registration form. Financial aid applications cannot be completed online.

### Final Balance for All Programs Is Due June 1, 2012.

Girl Scouts of the Green and White Mountains reserves the right to cancel a reservation if full payment is not made by the above deadlines and cannot be made on arrival at camp. Payment **in full** is required prior to camp participation.

### Final Balance, Transfers and Refunds

- Cookie Dough is your daughter's way of helping pay for camp. Mail Cookie Dough prior to, or with, your final payment. **We must receive original certificates**, not copies. Cookie Dough may not be submitted online and is nonrefundable unless a cancellation is due to serious family emergency or illness, verified in writing by a doctor.
- Checks and credit cards will be processed as they are received. This does not guarantee placement. If payment cannot be processed because of a bounced check, denied credit card or other reasons, registration will not be completed. A \$20 fee in addition to bank fees will be assessed for checks returned for insufficient funds or closed account. Overpayments of \$10 or less will be donated to our camp scholarship fund, assisting girls who otherwise might not be able to attend. Any larger amounts will be refunded.
- Change requests to move girls between programs will be accepted after March 11. A \$10 rebooking fee will be charged for changes once a girl's registration has been processed. This fee does not apply if Council has to move campers, if a program is cancelled, or if a camper moves from a wait list to the program of her choice.
- No refunds will be made after June 1 on any registration, unless cancellation is due to serious family emergency or illness, verified in writing by a doctor. If your daughter cannot attend, her registration may not be transferred to another girl. No reduction in fee will be made for girls arriving late or leaving early. All refund requests must be directed to GSGWM, PO Box 10832, Bedford, NH 03110-0832.
- Please keep confirmation for tax purposes. You will not receive a bill/receipt showing payment in full.
- If you are able to help a Girl Scout in need of financial assistance attend camp, please indicate the amount of your donation on the registration form and include it with your deposit and registration. Thank you in advance for your generosity!

### Preparing for Camp

- Confirmation packets will be sent out beginning February 22. Camp confirmation packets include balance due and more camp information. Family Handbooks with packing list and drop-off details will be mailed in April.
- For the e-mail confirmations, you will receive e-mails from [noreply@zeus.uapps.net](mailto:noreply@zeus.uapps.net) – please add this to your address book so the messages will not be blocked.
- We do our best to accommodate all girls at camp. Our programs offer a positive experience for girls who are able to function in a group. If you have any questions about camp and your daughter's physical, emotional or behavioral needs, please contact the camp directors at 888.474.9686. Dietary, physical or medical needs can be reasonably accommodated with prior notice.

### Required Health History Form – Improved Procedure for 2012

Health History forms are required for ALL programs. Proof of a health exam by a licensed physician, nurse practitioner or physician's assistant within the last 24 months from the first day of your session and a dated record of immunizations are required for a girl to participate in all resident and day camps. A health exam for another activity (like school or sports) can be used as long as it occurred within the last 24 months.

The Health Form will be online this year! You will receive an email from CampDoc with a secure username and instructions on how to access their system to complete your child's health and medication information. Please set [register@campdoc.com](mailto:register@campdoc.com) as a "safe sender" to avoid accidental delivery to junk and spam folders.