Training Class Registration

To register by fax: (619) 795-6930
By mail: Girl Scouts, San Diego-Imperial Council
Attn: Program Registrar
1231 Upas St, San Diego, CA 92103

Please register one person per form with complete information.

Select one: ❑ **Adult** ❑ **Older Girl grade**_____

Name _____ Address _____

City _____ Zip _____

Telephone (day) (_____)_____ Telephone (evening) (_____) _____

E-mail _____ _____ Troop/group # _____

Class date	Class name	Location	Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Any special needs? (e.g.; partial sight, hearing loss, mobility challenges) _____

Registrations & Confirmations

Girl Scout Training expenses are an appropriate use of troop or service unit funds for registered adults and girls.

- **All classes are closed for registration 5 business days prior** to the scheduled class date.
- Registrations will only be accepted with payment and via US postal mail, fax, or drop-box at the Balboa Office (last pick-up 5 p.m.). **Online registration is not available at this time.**
- **Walk-in registration is not permitted at any class/event/camp.** Volunteers who attempt to attend a class without pre-registering cannot be permitted to stay.
- Confirmations for all registrations will be sent via e-mail/postal mail. **If you have not received a confirmation**, then you are not registered for the class and should **contact the registrar prior to the class date**.
- If enrollment is below 5 participants, the class will be cancelled.
- Non-members will be charged an additional $12 for training classes and become registered Girl Scouts for the current year. This allows them to be covered by liability insurance and have the opportunity to enjoy other benefits of Girl Scout membership.
- Registrations sent without payment or a request for financial assistance will not be processed.
- We are unable to accomodate children in our classes. **Childcare is not provided.**

Refunds

- Cancellations received in writing 10 business days prior to class are eligible for 100% refund.
- Attendees cancelling out of a class may transfer payment to another class only once. Transfer must be done in the same calendar year.
- Refunds requested for check or cash payments of less than $10, will be sent in Council Bucks.
- All credit card payments requiring refunds will be credited back to the card used for original payment.

Financial Assistance request

Total cost $_____ Family contribution $_____

Troop/Group contribution $_____ Total amount requested $_____

If paying fee by credit card, complete the following. ❑ Visa ❑ MasterCard ❑ Discover Card ❑ American Express

Credit card number _____ _____ _____ _____ Expiration date _____

Please print name _____

Amount to be charged $_____ Signature _____