



Outdoor Adventure Program Request Guidelines

Outdoor Adventure Programs are outdoor programs that can be customized to meet the needs of your troop/group! Different from the outdoor programs offered in the *Volunteer 411*, you can add more time, girls, etc. Each program includes a basic skill introduction.

Outdoor Adventure Programs will be facilitated by GSMH paid program facilitators. The prices listed on the *Outdoor Adventure Program Request* form includes the facilitator fee.

A Program Center Reservation must be confirmed prior to requesting outdoor adventure programs; this form can be found at www.girlscoutsmoheartland.org.

Registration Process

1. Required Forms

- a. Have a confirmed *Program Center Reservation*.
- b. Use the *Outdoor Adventure Program Request* form to register.
- c. The adult in charge needs to have *Parent Permission* forms, as well as the *Health History* forms, for each girl and adult on hand at all times in case of an emergency.

2. Payment Options

- a. Fees must be paid when reservation is placed. Reservations must be scheduled at least four weeks prior to program date.
- b. We accept cash, check, credit card, Troop Bucks, and Cookie Credit.

3. Submission Options

- a. Bring or mail form(s) to any Girl Scout Service Center. Locations and hours are available at www.girlscoutsmoheartland.org.
- b. Fax registration form to (417) 862-4120. Form MUST contain payment information or it will not be processed.
- c. Email registration form to camp@girlscoutsmoheartland.org. Form MUST contain payment information or it will not be processed.

4. Confirmation Process

- a. The Leadership and Learning Specialist – Outdoor Program will contact you, if needed, to discuss any scheduling conflicts.
- b. Registration confirmations are sent via email. Please do not attend a program if you have not received confirmation. Call Melody Hutchison, Leadership & Learning Specialist – Outdoor Program, if you are still awaiting confirmation at 877-312-4764 x1122.

Registration Guidelines

Confirmations: Confirmations will be sent approximately two weeks prior to the program. Confirmations will be sent by email unless otherwise requested and will include detailed information on the program(s) you have requested, as well as a list of what you need to bring.

Buddies: A non-Girl Scout buddy who is in the same grade level as the program can attend by paying the national membership fee in addition to the program fee.

Participants: The minimum and maximum number of participants always applies in order to conduct the program. Only registered girls/adults are allowed to participate. Our priority is to give spots to the girls first and then to the adults.

Troop Girl/Adult Ratio: All troops/groups attending a program must meet required girl/adult safety ratios. The adult registering the group should refer to the *Girl Scout Safety Standards* for girl/adult ratios.

First-Aid: Your troop/group is responsible for providing a first-aider, who is certified in American Heart Association or American Red Cross First Aid & CPR and have a complete first-aid kit.

Tagalongs: Siblings and children not registered for program events are considered “tagalongs.” Tagalongs are not permitted to participate in programs and are strongly discouraged from attending unless a program is specifically deemed family-friendly. Parents are responsible for providing supervision and age-appropriate activities for tagalongs, and ensure that there is not distraction from or interference with the scheduled Girl Scout program. If the parent/guardian does not provide appropriate supervision, or the child causes a distraction or safety issue, the parent and child will be asked to leave the site. The non-member insurance provided through Mutual of Omaha does not cover tagalongs for programs intended for Girl Scout members. Therefore, GSMH is not liable for these individuals.

Drivers: Any adult who drives a vehicle with girls other than her/his own daughter(s) during a council program must be an approved volunteer, at least 21 years of age, and registered member. If a driver is male, there must be an approved female volunteer traveling with the group.

Changes and Cancellations:

1. Events may be cancelled if the required minimum number of participants is not met.
2. If the program is cancelled or moved to a different time or date, only those registered will be notified.
3. If you must make changes to your registration information after you have submitted your forms, please contact a leadership and learning specialist immediately.
4. If you must cancel a registration, please call 877-312-4764.

Refund Policy:

1. If a cancellation is made due to illness or family emergency, a refund will be considered on a case-by-case basis. The refund amount, if any, will be determined by:
 - a. The deposits/contracts required for facilities or services.
 - b. The date the council was notified of the cancellation.
2. If a cancellation is made prior to expenditures, a full or partial refund may be available, but is not guaranteed. Refund amounts will be determined within 14 days after the event.
3. Refunds will be given if an event is cancelled by the council.
4. Due to processing costs, all refunds of \$5.00 or less will be issued as a GSMH Retail Shop credit.