



Girl Scouts.

Girl Scouts of the Missouri Heartland, Inc.

# Camp Registration Procedures

**General Instructions:** Camp applications will be accepted on a first come-first served basis and must be received by **June 1, 2009**. Please complete the entire registration form, being sure to pay close attention to dates, grade levels, fees and required signatures.

- ◆ If registering for one camp program session, please list that program session along with a second and third choice.
- ◆ If you are registering for multiple program sessions, make a copy of the camp registration form and complete one registration form for each program session. Please list that program and a second and third option on each camp registration form.

Completed Camp Registration Forms should be accompanied by a \$25 non-refundable deposit. Deposits are only refunded if a girl cannot be placed in one of her choices, does not receive requested financial assistance, or the program session is cancelled by the Council. Forms and deposits may be mailed to Girl Scouts of the Missouri Heartland, Jefferson City Area Service Center, 230 Metro Drive, Jefferson City, MO 65109, faxed to 573-893-2976, or brought to any service center.

Campers should be registered according to the grade level that they will enter in the fall 2009 school year.

**Registration Confirmation:** Campers will receive a confirmation for each program session registered for. Confirmations will include:

- ◆ Health Examination Form  
*Girl Scouts of the U.S.A. and the American Camping Association (ACA) require that each girl who attends a summer resident camp provide a copy of a health examination, including month and year of all immunizations, conducted not more than 24 months prior to opening day of the resident camp program she is attending. Upon arrival at camp, each camper will receive a health screening. We do not allow girls with fevers or evidence of head lice to remain at camp.*
- ◆ Directions to camp
- ◆ Packing list

**Girl Scout Membership Registration:** All girls who attend camp must be registered Girl Scouts for the 2008 - 2009 membership year. Include \$10 membership registration fee with Camp Registration Form to register as a Girl Scout. Membership dues are non-refundable.

**Cookie Credits:** Girls may pay for camp with Cookie Credit from the 2009 cookie program. Procedures for using Cookie Credit will be included in the confirmation packet. Cookie Credit cannot be used for the \$25 non-refundable camp deposit.

**Financial Assistance:** To apply for financial assistance please review the Financial Assistance Guidelines, complete the Financial Assistance Application and mail it with the Camp Registration Form.

**Family Discount:** Families with two or more campers attending sessions at any camp may deduct \$10 from each camper's fee whether the girls attend at the same time or not. Registrations must be mailed, faxed or turned in together as a family to receive this discount. Family discount does not apply to the Me and My Guy program session.

**Camp Buddies:** Camp is a place to make new friends and many girls come to camp not knowing anyone. Counselors are trained to help girls make new friends, but if campers would like to be placed in a unit with a buddy, please make sure both girls indicate their buddy choice on the registration form. When possible, camp registration forms should be mailed, faxed or turned in together.

**Transportation:** All campers must provide their own transportation to and from camp.

**Changes, Cancellations and Refunds:** Each program session has a minimum number of campers required to conduct the session. If the minimum number is not met, the program will be cancelled and the camper will be placed in her next available session selection. Camp registration fees, including deposit, will be refunded if a camper cannot be placed in her 1st, 2nd or 3rd choice of program session.

In order to request a program session change, parents or guardians should contact the Program Registrar at 877-312-4764 to see if the change is possible based on availability. All program session changes must be made by June 1, 2009. Changes made after the registration deadline will be made on a case by case basis.

Registration deposits are non-refundable unless a girl cannot be placed in one of her choices, does not receive requested financial assistance, or the program session is cancelled by the Council. In the event that a camper fails the health screening upon arrival at camp, every effort will be made to place the camper in a similar program session at a later date. If this is not possible, a full refund will be granted.

The balance of camp registration fees is refunded only when written notice of cancellation is received three weeks before the camp program session starts or when the camper is ill and the written notice is accompanied by a statement from the camper's attending physician. NO refunds will be given after the registration deadline except in the event of a death or emergency in the family, or a campers' injury or illness. A doctor's statement must accompany requests for refunds made for injury or illness that would prohibit camp attendance. Refunds will not be made if a camper leaves camp due to homesickness, illness, behavioral issues or parent request.

Every effort will be made to place a camper who missed their choice of program session due to illness, injury, or family emergency in another program session.



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## Camp Registration Form

Girl Information			
Name			Troop #
Address	City	ST	Zip
Registered Girl Scout? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if not a registered Girl Scout, there is an additional \$10 fee)</i>	Birthday		Grade in Fall 2009
T-Shirt Size	Child Sizes <input type="checkbox"/> M (10-12) <input type="checkbox"/> L (14-16) Adult Sizes <input type="checkbox"/> S (32-34) <input type="checkbox"/> M (36-38) <input type="checkbox"/> L (40-42) <input type="checkbox"/> XL (44-46)		
Parent/Guardian Information			
Parent/Guardian's Name			
Address	City	ST	Zip
Home Phone	Cell Phone	Work Phone	
Person to be notified in case of an emergency if parent/guardian cannot be reached			
Name	Phone	Relationship to camper	
Camp and Program Unit Information			
List the program units desired in order of preference. To register for more than one camp session, complete a separate registration form for each. <i>(Camp=Camp Cherokee Ridge, Camp Latonka, Camp Mintahama, Finbrooke Outdoor Program Center. Program Name = Brownie Bites, etc)</i>			
1 <sup>st</sup> Choice	Camp	Date	Program Name
2 <sup>nd</sup> Choice	Camp	Date	Program Name
3 <sup>rd</sup> Choice	Camp	Date	Program Name
If a prerequisite is required for her program, please list her experience and the year completed:			
Camp Buddy Name: <i>You may list the name and troop number of one buddy your camper would like to be in the same camp area with. Buddies must list each other.</i>			
Parent/Guardian Consent Form			
I give permission for my daughter/ward to attend camp and participate in all phases of the activities including horseback riding, archery, and water sports. I have read the camp information and I understand it and agree to cooperate with all the regulations. Attached is the <b>\$25.00 deposit (non-refundable)</b> , which is to be applied to the camp fee. The camp staff has permission to seek medical attention for my daughter in the event of an accident or sickness, to administer any prescription drug sent to camp with my daughter or any medication prescribed in the event of an accident or illness, and to administer any non-allergic over-the-counter medicines as needed (such as Tylenol). I give permission for out-of-camp travel which is part of the program. Girl Scouts of the Missouri Heartland has permission to use pictures, slides, and/or audio-video tapes of my daughter taken while she is involved in activities for Council publicity and public relations purposes. <b>I feel my daughter/ward is prepared for camp</b> , and understand that, if possible, homesick children will not be sent home, but will be closely observed and helped to overcome the separation anxiety they are experiencing.			
Parent/Guardian Signature:			

## Payment

*A minimum \$25.00 deposit is required for a camper to be registered in a session.*  
Use the following camp fee calculator to determine your total fee and balance due.

a. Camp fee for 1 <sup>st</sup> choice session	a. \$
b. Membership fee (if applicable)	b. \$
c. Add lines a. and b. for subtotal	c. \$
d. Cookie credit (Please enclose)	d. \$
e. Family discount (if applicable)	e. \$
f. Deposit enclosed (must be at least \$25.00 today)	f. \$
Subtract lines d., e., and f. from line c. for balance due	\$

**Balance due must be paid in full at least 30 days prior to the camp session.**

Check or money order enclosed for \$

Credit Card Payment Information (For total balance due)

Visa    Mastercard    Discover

Cardholder name	Balance Due/Payment Amount \$
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Card #	Expiration Date	3-digit code <i>(located on back of card)</i>
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Signature of cardholder

**Please mail completed form to:**  
Girl Scouts of the Missouri Heartland  
Attn: Program Registrar  
230 Metro Dr.  
Jefferson City, MO 65109

### For Office Use Only

Budget #	Check #	Date	Total Enclosed	Staff Initials
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