



Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

## PROGRAM AIDE CORE TRAINING REGISTRATION FORM

### Program Information-You can register as a Troop, or individually

Program Name Program Aide Core Training Fee: \$20 per Session

Program Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Parent Name \_\_\_\_\_ Girls Name \_\_\_\_\_

OR Troop Leader \_\_\_\_\_ Troop # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_

### Participant Information

Membership Level:

(grade level)

Girl Scout Cadette (6-8)  Girl Scout Senior (9-10)  Girl Scout Ambassador (11-12)

As in any Girl Scout Event, we require that every girl bring with them to the first Session, or for the weekend training, the official Permission Slip, and Health History form, filled out completely. If any girl comes to training without those documents, she will not be allowed to participate until we receive those forms.

### Registration & Payment Information (Can pay for 1 session at a time, but need payment in advance!)

\$ \_\_\_\_\_ x \_\_\_\_\_ Girls = \$ \_\_\_\_\_

Total Due----- = \$ \_\_\_\_\_

Check enclosed # \_\_\_\_\_

### Make checks payable to:

*Program Aide Training*

*Troop checks accepted—two signatures required!*

*We always abide by the SAFETY-WISE RATIOS with our Training Team, but we may need added Adults for this event. We will email out a request if needed.*

Complete and mail program registration form to:

**Program Aide Training  
26861 Trabuco Road, Ste. E #148  
Mission Viejo, Calif. 92691**





## Registration Procedures for Program Events

1. Complete the appropriate registration form.
2. Acceptance is based on first-come; first-served and fill quickly so please turn in forms sooner rather than later.
3. Payment in full is required one week before each training session. Be sure to complete the registration form and send it with payment in full. **DO NOT SEND MORE THAN ONE REGISTRATION FORM PER TROOP.**
4. When we receive the registration and payment, the payment guarantees placement for each Session paid for.
5. Participants will be notified if they are accepted or put on a waiting list.
6. Upon acceptance for this event a confirmation email and further details will be sent to you. Please allow at least 2 weeks to be contacted to find out if your registration was accepted. **Please do not call the service center; we will notify you within 2 weeks.**
7. If accepted, your payment will be applied to the overall cost of the program event.
8. If the session is full at the time of receipt of registration and payment, we will notify you and return your check.

## Cancellation and Refund Procedures for Program Events

1. Once your registration has been confirmed and space has been saved, there will be no refunds, except for extreme medical reasons.
2. There will be NO refunds if notice is received less than 7 days prior to the program. This training requires many supplies, and we have to purchase supplies ahead from registration fees.
3. No refunds will be made if you cancel due to weather conditions. All events are held rain, sleet, sunshine, etc. unless we feel that conditions are unsafe. If the program is cancelled all refunds will be made in full.
4. **After phoning or emailing the contact person of this training to cancel, all requests for refunds must then be made in writing and addressed to said contact person.**  
Request must include: Participants Name, Event Name and Event Date
5. If you are eligible for refund, all written requests must be received within **1 weeks after the program has been held as long as the phone call was made prior to the event.**
6. We reserve the right to cancel an event due to low registration. A full refund will be made if this occurs.

## REMINDER!

**It is required that each girl for each Session provide a Permission Slip and Health History form. You may go to the GSCOC.org website, and download those forms.**

### For Questions or Contact: Chris Grisey

Email name will be "Christel Gayle"

**OCPATRaining@gmail.com**

