



**Girl Scout Council of Orange County**

9500 Toledo Way, Suite 100, Irvine, CA 92618  
949.461.8800 ♦ 800.979.9444 ♦ www.gscoc.org

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

**Locations are Anaheim, Laguna Beach, Newport Beach, Seal Beach and Yorba Linda**

This form must arrive at GSCOC by 1<sup>st</sup> day of month, (i.e.) form must arrive by January 1 for reservation in June.)

<b>Submit By:</b>	<b>For Reservations in:</b>
January 1	June
February 1	July
March 1	August
April 1	September
May 1	October
June 1	November
July 1	December
September 1	January
August 1	February
October 1	March
November 1	April
December 1	May

If last day of month falls on a Friday or Saturday, the entire weekend falls within that same month. Additional copies of lottery forms can be obtained from the Service Unit Manager.

**WHO:**

Council events can be booked without lottery 12 months in advance of the event by emailing **Program Center Reservations at [preservations@gscoc.org](mailto:preservations@gscoc.org) or calling (949) 461-8832**. Community and service unit events (2 per year) can be booked without the lottery, 9 months in advance of the event, by calling the same number. Troops must use lottery 6 months in advance of event (see schedule above). At least one adult who has completed Cabin Adventures 1 or Indoor Overnight Adventures Home Study must accompany every troop.

**HOW:**

Selections are drawn at random; If the first choice is already filled, the troop will be given their second or third choice, if possible. The application form will be sent immediately to the troop leader. **COMPLETED APPLICATIONS AND FULL FEE MUST BE RETURNED IN DUPLICATE WITHIN 10 DAYS OF RECEIPT OF NOTICE.** Hardships should be brought to the attention of the Service Unit Manager.

**CANCELLATIONS:**

Cancellations can be made by phone or email, however to receive a refund the request must be by email or letter. A refund, minus a \$20.00 processing fee will be granted if the cancellation was due to an emergency or if another troop is booked and paid in full to use the facility. **DO NOT** accept payment from other troops - the replacement troop must pay GSCOC the full fee. The process must go through GSCOC records in accordance with GSCOC's internal controls.



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**PROGRAM CENTER RESERVATION LOTTERY**

(2 on a page-submit - ONE only and save rest for next time)

FOR USE OF PROGRAM CENTER IN \_\_\_\_\_  
Month Year

<u>Location of Program Center</u>	<u>Desired Start Date</u>	<u>Desired Start Date</u>
1 <sup>st</sup> Choice: _____	1 <sup>st</sup> Choice: _____	_____
2 <sup>nd</sup> Choice: _____	2 <sup>nd</sup> Choice: _____	_____
3 <sup>rd</sup> Choice: _____	3 <sup>rd</sup> Choice: _____	_____

(print clearly for mailing)

Leader's Name \_\_\_\_\_ Troop# \_\_\_\_\_ Ph:Cell \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home # \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Ph: Work# \_\_\_\_\_

**DO NOT SEND MONEY NOW!** Mail to: Girl Scout Council of Orange County, Attn: PROGRAM CENTER RESERVATIONS, 9500 Toledo Way, Suite #100, Irvine, 92618. Paperwork must be received at GSCOC by 1<sup>st</sup> day of month to be considered.

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FOR USE OF PROGRAM CENTER IN \_\_\_\_\_  
Month Year

<u>Location of Program Center</u>	<u>Desired Start Date</u>	<u>Desired End Date</u>
1 <sup>st</sup> Choice: _____	1 <sup>st</sup> Choice: _____	_____
2 <sup>nd</sup> Choice: _____	2 <sup>nd</sup> Choice: _____	_____
3 <sup>rd</sup> Choice: _____	3 <sup>rd</sup> Choice: _____	_____

(print clearly for mailing)

Leader's Name \_\_\_\_\_ Troop# \_\_\_\_\_ Ph:Cell \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home # \_\_\_\_\_  
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