

# spread the spark



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**Yes! Please start sending me Spark Magazine.**

First Name:

Last Name:

Address:

City:

State:

Zip Code:



*Only one Spark will be delivered per household – only submit this form if your friend's address differs from your own.*



# REGISTRATION INFORMATION

Registrations for programs are accepted online, by mail or by fax. Girls can participate in any day program individually, with a group of friends, or as a troop. Special efforts are made to welcome all girls to Girl Scouting through ice breaker and team building activities. Please note, while we may be able to accommodate adults in certain situations, program space is reserved for girls, and adults are urged to drop off girls to maintain girl capacity.

Weekend and overnight programs do require adult-to-girl ratios be met by volunteers as referenced in *Volunteer Essentials* and *Safety Activity Checkpoints*. These publications are available at [www.gsep.org](http://www.gsep.org).

## CONTACT THE REGISTRATION TEAM

Program Registration  
P.O. Box 27540  
Philadelphia, PA 19118

**Telephone:** 866.564.2030

**Fax:** 215.564.6953

**E-mail:** [programregistration@gsep.org](mailto:programregistration@gsep.org)

## Program Registration

### REGISTRATION PROCEDURES

Registrations are accepted until the program is full or two weeks prior to the program date, whichever comes first.

To secure your registration, the following payment terms apply:

- Cost of program less than \$25—full payment per person must be paid at the time of registration.
- Cost of program greater than \$25—a deposit in the amount of \$25 per person must be submitted at the time of registration.
- Placement will not occur without the appropriate deposit/payment.
- Remaining balance for programs over \$25 must be paid in full 5 weeks prior to the program. An invoice will be sent electronically.
- Payments not received by the five week deadline will be cancelled, deposits forfeited and girls on the wait-list will be placed accordingly.
- If space allows registrations less than five weeks prior to the program date, full payment must be made at the time of registration.

Program confirmations will be sent for all registrations received five weeks prior to the event.

### ONLINE REGISTRATION

Personify e-Biz Online Registration is accessible through the GSEP web site for all types of registration.

- Go to [www.gsep.org](http://www.gsep.org) and click on the “e-Biz Registration” button.

To begin using e-Biz Online Registration you will need to activate your account and create a user name and password.

- Click on the “New e-Biz Customers Please Activate Your Account” link.
- Enter your first name, last name and email address then click on “Continue.”

If you receive the message “Customer not found. Please contact your administrator” and you are a member of GSEP, your name is either misspelled, or your email address is missing from your membership record on file.

- Please send an email to [ebiz@gsep.org](mailto:ebiz@gsep.org) and provide your first name, and last name, along with the email address which should be affiliated with your membership record.
- Your request will be processed within 3 business days, and a reply email will be sent confirming the update to your membership record.
- You will then be able to go back into the “Create Your Profile” section of e-Biz and complete your login request.
- You will then receive an email with the subject line of “Your Girl Scouts Account” with a link that will allow you to create a User Name and Password.

Follow the instructions.

- After you create your User Name and Password, another email called “Girl Scouts Profile Created” will be sent to you with your login info.
- Go back to the site and login. Once you are logged in, “My Account” will appear in the left hand navigation menu and-you are in! Please update your profile and keep track of your User Name and Password for future reference.
- When creating a profile, if you receive a “Duplicate Customer Warning: contact the GSEP Registration Helpdesk at [ebiz@gsep.org](mailto:ebiz@gsep.org). Within 3 business days you will receive a reply email letting you know your issue has been resolved.
- An individual registration is required for each registrant.
- ‘01’ Troop Leaders will need to identify all who are being registered.

Registrations are accepted until the program is full or TWO weeks prior to the program date, whichever comes first.

Availability for programs and their corresponding capacity availability are available through the e-Biz link on [www.gsep.org](http://www.gsep.org). Click on Program Activities and Events, and then on “Please click here to view all of our Program Listings”.

### **REGISTER BY MAIL OR FAX**

Mail or fax a completed Program Event Registration form for each program event you would like to attend.

Use a separate form for each program.

If program cost is equal to or less than \$25 per person, please include full payment in the form of check or money order with registration or your space will not be secured.

If program cost is greater than \$25 per person, please include the deposit of \$25 per person with your registration or your space will not be secured.

Space will not be held for any registration submitted without the required per person deposit.

Registrations are confirmed once the minimum capacity for a program event is met.

A confirmation letter with event details and a statement will be sent to the individual girl, parent/guardian or troop leader.

### **REFUNDS AND CANCELLATIONS**

**All registration cancellations must be in writing no later than five weeks before the program for any refund considerations.**

**E-mail:** [programregistration@gsep.org](mailto:programregistration@gsep.org)

**Fax:** 215.564.6953/Attention:  
Registration Cancellation

**Mail your cancellation information to:**  
P.O. Box 27540  
Philadelphia, PA 19118

No refunds will be made if you cancel your reservation or reduce the number of participants less than five weeks prior to the event.

GSEP reserves the right to cancel an event due to insufficient registration, act of nature or other reasons beyond our control. In the event of program cancellation, a full refund will be issued.

### **WEATHER-RELATED CANCELLATIONS**

Most programs will run rain, snow or sunshine! However, if you are concerned, please contact the facility or GSEP. In the event of cancellation, an attempt will be made to call the phone numbers provided on the registration forms.

- With large events, KYW-1060 News Radio will announce the cancellation.
- Where possible, the event will be rescheduled or a refund will be issued.

### **IMPORTANT POINTS FOR PARENTS, GUARDIANS AND VOLUNTEERS**

Registrations must be accompanied by payment in order to secure the space within the program.

Online registrations and the required registration deposit, can only be made by using a debit or credit card; Registration with checks, money orders, Adventure Incentive, must be sent to a Council Service Center for processing.

All girls attending a program event must be registered Girl Scouts. Girls new to Girl Scouts, go to [gsep.org](http://gsep.org) to register as a member.

Girls may register as individuals for a program unless otherwise noted.

Council sponsored programs are designed for specific age levels. Please only register for programs that are in your age level.

Leaders, parents and guardians must make arrangements to leave other children at home. Additional children, family members are not permitted to attend any GSEP program events.

Per GSEP Policy, all adults who attend overnight events with girls must have a current Volunteer Background Clearance on file at headquarters.

Program space is often limited; some programs will indicate that adults may attend only in the ratio specified in *Volunteer Essentials* and *Safety Activity Checkpoints*.

Due to planning issues and safety concerns, walk-in girl and adult registrations cannot be accepted at any GSEP program.

## **Summer Camp Registration**

Online registration is available at [www.gsep.org](http://www.gsep.org).

A separate registration form must be completed for each camper. Campers may register for one program and one alternative choice per form and will be automatically registered for the alternative choice if their first-choice session is full.

A \$50 non-refundable, non transferable deposit will be processed with the online form and must accompany the registration form if it is mailed in. If a camper's first-choice program is full and she cannot be placed in her alternative choice, the deposit will be returned. Registrations not accompanied by a deposit cannot be processed and will be returned.

Registrants seeking financial assistance must submit the completed Financial Assistance Application Form, the registration form, and the required \$50 deposit. All Financial assistance applications must be to GSEP no later than 04/15/2012. A determination regarding the amount of the financial assistance amount will be communicated by 05/1/2012.

Returning campers should use their full name as it is listed on their Girl Scout registration, or on camp registration forms from previous years.

Camper information must reflect the parent/guardian address and phone number (both prior to and throughout the camp session dates) to accommodate written and telephone communication. An emergency contact must be someone other than a parent/guardian.

## **PAYMENT**

No camper's registration is complete or confirmed until all camp fees are paid in full at least 5 weeks before the program start-date. If the fee balance is not paid by that time, the camp reservation and deposit will be forfeited. Payment-in-full must accompany any registration submitted within 5 weeks of a program start-date. Registrations submitted within that timeframe that are not accompanied by full-payment cannot be processed and will be returned.

Girls who are not currently registered as members of Girl Scouts of the USA must include \$12 annual membership dues with their registration form and deposit.

Online payments can only be made with debit/credit cards. Other forms of payments, check/money order, Adventure Incentive, and Gift Certificates are only accepted in our Service Centers with paper registrations. A \$20 fee will be assessed for all returned checks.

## **REGISTRATION DEADLINES**

**Registration closes 5 business days before a camp session begins or when it fills, whichever occurs first.**

**Bus transportation** is not available for girls registering less than 2 weeks before a session's start-date.

**Early Bird** Registration are due by 04/30/12 with full payment.

**Financial Assistance** applications are due to GSEP by 04/15/12. Determinations regarding the amount of the financial assistance will be communicated by 05/1/12.

## **CAMP PLACEMENT**

Girls are placed into camp program sessions on a first-come, first-served basis until the session is full. Early registration is recommended to increase the chance that a camper is placed in her first-choice program session. Placement notices, including the due-date(s) for payment of camp-fee balance(s), are emailed or mailed

if no email address is provided, within 3 weeks of placement. If a girl cannot attend the camp program into which she has been placed, the GSEP office should be notified as soon as possible by mail (P.O. Box 27540, Philadelphia, PA 19118) or email (campcancel@gsep.org).

## **WAITING LISTS**

Camp registrants whose preferred program session(s) have already reached capacity will be placed on a waiting list. As space becomes available, girls will be registered for the program in the order in which they were added to the waiting list. GSEP will immediately notify a girl's parent/guardian about a program session vacancy; in turn, the parent/guardian must notify GSEP within 2 business days to confirm a girl's attendance in the program. Failure to do so will forfeit the vacancy to the next registrant on the waiting list.

## **CAMP BUDDIES**

Making new friends is a part of every camp experience but some girls prefer camping with a friend, and GSEP is happy to accommodate. Only one set of Camp Buddies per registration and per camp program can be accepted; requests for multiple Camp Buddies cannot be accommodated. Camp Buddies must:

- be the same age-level
- qualify and register for the same camp programs (including first- and alternative-choices)
- list each other's names on the registration form where indicated
- submit completed registration forms and deposits together, in a single envelope, at the time of registration

If Camp Buddies have been placed on a waiting list, two program session vacancies must become available for them to be registered for the program—unless a parent/guardian specifically notifies GSEP in writing that a girl may be placed without her Buddy. Camp Directors have the final authority and discretion to assign campers to housing.

## **RESIDENT CAMP BUS STOPS**

Round trip Coach Bus transportation is available to all resident camps for an additional fee.

- One-way bus fair is \$50.
- Round trip bus fair is \$90.

Bus stop selection should be made where indicated on the camp registration form. Resident Camp bus pick-up times will vary according to the camp. Notification of bus pick up and drop off times to the chosen camp session will be communicated by phone during the week prior to camp. Pick-up times typically run from 10am to 2pm on Sundays. Returns from camp on Fridays are scheduled between 5pm to 9pm. GSEP reserves the right to cancel bus service when registration is under the minimum.

## **Resident Bus Stop Locations**

### **Northeast Tower Center**

East Roosevelt Blvd. and Adams Ave.  
Northeast Philadelphia

### **Marketplace Shopping Center**

104 Allenwood Rd.  
(Ridge Pike near the Blue Route)  
Conshohocken

### **Delaware County Service Center**

760 West Sproul Rd.  
Springfield

### **West Philadelphia High School**

Walnut and 47th St.  
Philadelphia

### **Lehigh Valley Service Center**

2633 Moravian Ave.  
Allentown

## **QUESTIONS?**

For more information, email [camps@gsep.org](mailto:camps@gsep.org), or visit [www.gsep.org](http://www.gsep.org) and select "Camps."



# PROGRAM EVENT REGISTRATION FORM

**DIRECTIONS:** Please read the Program Registration Guidelines. Programs that cost under \$25 will require full payment. Programs that cost over \$25 will require a deposit of \$25. Use a separate registration form for each program. This form may be photocopied. Please print. Reductions/Cancellations must be made in writing five weeks prior to event. **Please print all information in blue or black ink. An incomplete form cannot be processed.**

**REGISTER ONLINE:**

Go to [www.gsep.org](http://www.gsep.org), click on the "e-Biz Registration" button and follow the instructions.

**OR FAX:**

215.564.6953

**OR BY MAIL:**

GSEP Program Registration  
P.O. Box 309  
Lafayette Hill, PA 19444

**TROOP LEADER/PARENT OR GUARDIAN INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St./Zip: \_\_\_\_\_

Phone (s): \_\_\_\_\_

Email: \_\_\_\_\_

Current First Aider? (please check one)  Yes  No

**EMERGENCY CONTACT INFORMATION\*\*:**

Name: \_\_\_\_\_

Phone (s): \_\_\_\_\_

**NOTES: Please list major accommodations, health restrictions, food allergies, dietary restrictions, etc.**

**PARTICIPANT INFORMATION:**

(use additional sheets if necessary)

Girl Name(s)	Grade
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____

Adult Participant Name(s) \*

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**EVENT INFORMATION:**

Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Service Unit: \_\_\_\_\_ Troop No.: \_\_\_\_\_

**PROGRAM COST:** \$ \_\_\_\_\_

Charitable contribution to GSEP \$ \_\_\_\_\_

**SUBTOTAL=** \$ \_\_\_\_\_

Subtract Adventure Credits<sup>†</sup> \$ \_\_\_\_\_

**TOTAL AMOUNT DUE =** \$ \_\_\_\_\_

**METHOD OF PAYMENT :**

Check/Money Order payable to GSEP  Credit/Debit Card

Select Type:  Visa  MasterCard  AmEx  Discover

Name on Card: \_\_\_\_\_

Account No.: \_\_\_\_\_ Exp.: \_\_\_\_\_

Signature: \_\_\_\_\_

Your signature above signifies your agreement to allow the Girl Scouts to charge the above "Total Amount Due" to your credit card. You agree to pay this amount pursuant to the agreement you have with your credit card provider.

*\*Adults who are not Girl Scouts will not be covered by accident insurance.*

<sup>†</sup>Adventure Credits that will expire on September 30, 2011 may be used for programs, provided you register and pay in full before September 30, 2011. Please attach your Adventure Credit voucher and indicate the amount you wish to use here. If there are credits left after we deduct the amount indicated, you will be sent a voucher for the remaining amount. All program participants must be registered Girl Scouts. If you have not registered as a member, you must do so before submitting a Program Event Registration Form.

**Not all programs have provisions for free adults!** Please refer to the program description for adult fees. Unless otherwise indicated, the rule is one free adult for every: 3 Daisies, 6 Brownies, 8 Juniors, and 10 Cadettes, Seniors or Ambassadors.

**\*\*If registering for an individual girl, a chaperone is required for Daisy, Brownie and Junior levels.** Permission forms are also required for all programs. They can be downloaded from the "Forms and Publications" section of [gsep.org](http://gsep.org) and should accompany all registrations.

**No refunds will be issued for registration fees of less than \$10.00 per individual.** Refunds for medical reasons will only be processed if notification is made before the event, and is followed within one week by a written refund request accompanied by a doctor's note. No refunds will be issued for no shows. The \$12.00 Girl Scout membership fee is non-refundable.

My signature below signifies that I have read and understand the nature of the event for which we are registering, and I understand and agree to the Registration Guidelines.

**Troop Leader/  
Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# SUMMER CAMP REGISTRATION FORM

**Applications will not be processed without a \$50 deposit per program.** If registering less than 5 weeks prior to camp program beginning, payment in full is required with the registration form. If address or phone number changes prior to camp, please notify GSEP immediately.

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Camper

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First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

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Last Name: \_\_\_\_\_

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Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

---

Phone: \_\_\_\_\_ Troop#: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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Grade in Jan. '12: \_\_\_\_\_ Age-level in Jan. '12:  Brownie  Junior  Cadette  Senior  Ambassador

Non-registered Girl Scouts; Girls must become registered Girl Scouts to attend camp. By checking this box, the Parent/Guardian gives consent for girl to become a member of Girl Scouts of the U.S.A. **Please include \$12 non-refundable membership fee with application.**

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School: \_\_\_\_\_ HS Graduation Year: \_\_\_\_\_

**CONFIRMATION PREFERENCE:**  Mail (USPS)  Email:

**MOTHER/GUARDIAN 1:** Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address during camp (if different from girl's): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FATHER/GUARDIAN 2:** Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address during camp (if different from girl's): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMERGENCY CONTACT:** If Parents/Guardians cannot be reached, alternate persons to notify in emergency.

Name: \_\_\_\_\_

Relationship to Camper: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

**CAMPER PROGRAM SELECTIONS:**

**You may sign up for up to 2 camp programs per registration form.** For each camp program you wish to attend, list the program name, dates, and name of the camp. Please list one alternate choice for each program beside your first choice.

Laughing Waters=CLW Mosey Wood=CMW Tweedale=TWE

Wood Haven=WH Mountain House Day Camp=MHDC Shelly Ridge Day Camp=SRDC

Tweedale Day Camp=TWDC Valley Forge Day Camp=VFDC

Camp	Program Name/Date	Alternate Choice/Date
1.		
2.		





# FINANCIAL ASSISTANCE APPLICATION

## DEADLINE: 4/15/2012

Funds may be requested for only one camp session per year and cannot be combined with the Early Bird Special. Girl Scouts of Eastern Pennsylvania is committed to supporting individual girls for camping opportunities. Financial assistance is awarded for one session only for each camper so that we may meet the needs of as many girls who need assistance as possible. Awards are made on a sliding scale based on income and the additional criteria requested in the application below. All financial aid awarded will total less than 100% of the camp session cost. Please complete the information accurately and be sure to let us know if there are any special family circumstances that you would like considered as we review your application. Send your application in early for the best chance that funds are still available.

**All financial assistance applications are due at GSEP by 4/15/2012. A determination will be provided by 5/1/2012 regarding the amount of the award.**

Name: \_\_\_\_\_

Program requiring financial assistance: \_\_\_\_\_

Parent/Guardian's name: \_\_\_\_\_ Total # of people in household: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Occupation(s): \_\_\_\_\_

Place(s) of employment: \_\_\_\_\_

Total annual household income from all sources (salaries, investments, alimony, child support, public assistance, food stamps, social security, pensions, etc.) \$ \_\_\_\_\_

1. Please explain any unusual family expenses (medical, unemployment, death, emergency situations, etc.) \_\_\_\_\_

2. Is your child a current Girl Scout?  Yes  No **If yes**, did she participate in this year's cookie sale?  Yes  No  
How many girls in your household will be attending Girl Scout camp this summer? \_\_\_\_\_

3. Did your child participate in this year's cookie sale program?  Yes  No If yes, how many boxes did she sell? \_\_\_\_\_

4. Do you have a parent in active military duty?  Yes  No

PROJECTED COST	REQUESTED ASSISTANCE	
Cost of program: \$	Family can pay \$	
GSEP Bus fee: \$	(include deposit):	
Total Cost: \$	Minus total family can pay: \$	=Assistance needed: \$

I certify that all information on this application is true and accurate.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail registration form along with financial assistance application and deposit to:  
Girl Scouts of Eastern Pennsylvania, Attn: Camp Registration, P.O. Box 27540, Philadelphia, PA 19118

FOR OFFICE USE ONLY	
Date entered: _____	Initials: _____
Date confirmed mailed: _____	How much awarded: _____
Accept/Decline (date): _____	Initials: _____