

# The Learning Post Events Registration Form

## LEARNING OPPORTUNITIES REGISTRATION FORM

Please submit this completed registration form with your check or money order payable to Girl Scouts Western Pennsylvania (GSWPA) to GSWPA, 5681 Route 6N, Edinboro, PA 16412. Please note: It is necessary to have all requested information completed in order to process your registration.

**Starting October 1, 2011, you must be a member of Girl Scouts to register for program and/or training opportunity.**

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

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

E-mail: \_\_\_\_\_ Phone (Day): ( )

Phone (Evening): ( ) Phone (Cell): ( )

Volunteer Position(s): \_\_\_\_\_

### Health History

Please list any health-related information that may be useful to the adult in charge (allergies, activity restrictions, etc):

\_\_\_\_\_

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Location: \_\_\_\_\_

Date: \_\_\_\_\_ Fee: \_\_\_\_\_  
(If applicable)

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Location: \_\_\_\_\_

Date: \_\_\_\_\_ Fee: \_\_\_\_\_  
(If applicable)

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Location: \_\_\_\_\_

Date: \_\_\_\_\_ Fee: \_\_\_\_\_  
(If applicable)

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Location: \_\_\_\_\_

Date: \_\_\_\_\_ Fee: \_\_\_\_\_  
(If applicable)

### TOTAL ENCLOSED \_\_\_\_\_

Check/Money Order (Make checks payable to GSWPA)  \$12 Membership

Scholarship request (please complete Scholarship form and attach)

Charge my:  Visa  MasterCard  AMEX  Discover

Card number: \_\_\_\_\_ Exp. date: \_\_\_\_\_ 3-digit code: \_\_\_\_\_

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

**Questions** about any courses may be directed to Carmen Toothman, Volunteer Learning Services Specialist at **1-800-248-3355 ext 1117**. To cancel after registering, please contact a Registrar at the GSWPA Edinboro Office at: **1-800-248-3355 ext. 1460**.

# Adult Learning Opportunity Instructions

## Training Policy

All volunteers will receive training for their position and be required to complete additional training that is designated as mandatory for their position within a specified time frame. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her/his work.

## Registration Instructions

Registration is required for all council-sponsored learning opportunities.

### To register by mail:

Download the Learning Opportunities Registration form, or request one by calling 800-248-3355 ext 1460, and send to:  
GSWPA – Edinboro Office  
5681 Route 6N  
Edinboro, PA 16412

### To register online:

Visit [gswpa.org](http://gswpa.org) and click on “Calendar and Registration.”

- If the course has a fee, you must include payment (check or credit card information) with your registration.
- Due to the high volume of trainings, phone registrations cannot be accepted.
- Confirmation letters will be sent via e-mail (if provided) or U.S. Mail with any additional information you may need.
- The deadline for registering for training will be two weeks before the date of the course.
- Registrations are accepted on a first come, first served basis. Trainings fill quickly—don't wait for the deadline!
- If after registering, you are unable to attend, please contact a registrar at [registrar@gswpa.org](mailto:registrar@gswpa.org) or call **1-800-248-3355 ext. 1460**.
- You must bring your completed health history form with you to the training. This form can be downloaded at [www.gswpa.org](http://www.gswpa.org) and you will receive one in your confirmation letter.

## Child Care

Babysitting is not provided. Small children may be distracting to both the trainer/learning facilitator and the participants. Please make arrangements for the care of your children while you attend a training session.

## Punctuality

Please be punctual to ensure that all training sessions begin and end at the times indicated. Participants who miss more than ½ hour of training will not receive credit for the session until the missed training information is completed through another training session, at which time the training card will be signed.

## Cancellations

Training sessions may be cancelled due to inclement weather, trainer illness or if fewer than 5 people register by the deadline. If a training session is cancelled, only those registered will be notified.

## Refund Policy

Refunds will be given when:

- Participants cancel at least five (5) weeks prior to an event.
- The council cancels the learning opportunity.
- The participant cannot attend due to illness, and a physician's statement accompanies a written request for a refund.
- The participant cannot attend due to a family emergency and an explanation of the emergency situation accompanies a written request for a refund.
- A written notice of cancellation addressed to: Registrar, GSWPA, 5681 Route 6N, Edinboro, PA 16412, is received at least two weeks prior to the event, unless due to medical or family emergency.

## Notification for Accounts Receivable Conversion (ARC)

Checks received by Girl Scouts Western Pennsylvania may be converted into an electronic debit for clearing. The creation of an electronic debit requires Girl Scouts Western Pennsylvania to destroy the original check for privacy reasons. You will not receive your check back from the bank.

Please visit [gswpa.org](http://gswpa.org) for the most up-to-date information on additions, amendments or cancellations of Adult Learning Opportunities.