



# GS“U”niversity Course/Workshop Registration



See guidelines for details on registering for GS“U”niversity courses/workshops. **The deadline for registering is two weeks prior to the date of the course/workshop.** Please call GSU Registrar at (801) 265-8472 ext. 46 regarding questions about course/workshop registrations.

## Participant Information

Name of Participant		Check one:	
		Adult <input type="checkbox"/>	Girl 13-17 <input type="checkbox"/>
Address			
Street		City	State Zip
Day Phone	Evening Phone	E-mail	

## Course/Workshop Information

Please register me for:		<i>*For Module 4 please indicate age level (D, B, J, 2B)</i>	
Course/Workshop	Date	Time	Location
Please send my confirmation by: (check one)			
<input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Mail			

## Payment Information

<input type="checkbox"/> No cost for my course/workshop(s)	
or	
Method of Payment (check one)	
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order
Credit Card:	
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
<input type="checkbox"/> AMEX	
_____ Name on Card	_____ Card Number
_____ Card Expiration Date	_____ Signature

PLEASE SEND ALL REGISTRATION FORMS TO COUNCIL RESOURCE CENTER!

# Girl Scout Univeristy Registration Information

## Select

Choose the course(s)/workshop(s) you would like to attend.

The courses/workshops take the total allotted time. Plan to arrive a few minutes early and remain until the end of the training. Casual attire is appropriate. Temperatures in classrooms vary. We recommend you bring a sweater.

*Please note:*

*Course locations indicate general area; specific addresses, directions and/or maps will be sent with confirmation materials. In addition, courses are not an appropriate setting for infants and children. Please DO NOT bring tagalongs to any workshop.*

## Register

Each course/workshop will indicate if it is designed for adults and/or girls ages 11-17. Registration in advance is required for all GS“U”niversity listings. Please register by the deadline for all Girl Scouts of Utah courses and workshops. Registering early will ensure you are placed in the course/workshop and make certain we will have resources and materials available. Planning ahead will make your experience more meaningful.

You have three options for registering:

- By mail
- Hand deliver to council office
- Online (saves girl dollars)

One form is required for **each** individual registering. Please use the registration form in the back of this book or download it from our Web site at [www.gsutah.org](http://www.gsutah.org). (Feel free to copy or print as many forms as you need.)

### By Mail and Hand Delivery

Complete the GS“U”niversity Course Registration form located at the back of this catalog. Make a copy for yourself. Be sure to include any required fees or documentation.

### Online

You may register via the council web site at [www.gsutah.org](http://www.gsutah.org). The web site will provide step-by-step user-friendly instructions. To register for training, please click on the following navigation from the home page: “Volunteer” (for Adult Courses) or “Programs & Activities” (for Girl Workshops). Be sure to print a copy of the registration submission notification for your records.

## Deadlines

Each course/workshop will indicate a deadline. This is the last day an applicant will be able to register for training.

## Fees

Girl Scouts of Utah is fortunate to have many of our Girl Scout and adult learning components underwritten by generous financial gifts to our Girl Scouts of Utah Family Campaign. Occasionally there will be a modest fee to cover items such as food or other supplies used by participants during an elective course. The American Red Cross first aid training is offered at a reduced fee through Girl Scouts of Utah and includes specific certification fees.

If there is a cost for a training, you have two options. If you choose to register online, payment must be made by credit/debit card. If you want to pay by check, cash, or activity credits\*, registration must be mailed or delivered to the council office.

*\*Only girls are able to use activity credits as payment for workshops offered to girls. Adults may not use activity credits.*

## Confirmation

A confirmation will be sent to you by mail or e-mail (your choice) approximately one week prior to the training date. E-mail confirmations save girl dollars. Specific information regarding each training will be provided. Any additional required forms will be listed in your confirmation. These forms can be downloaded from our Web site or a copy will be sent to you with your confirmation.

## Cancellations

Any requests to cancel your attendance or to receive a refund must be received by the council office at least three (3) business days prior to start of course by calling (801) 265-8472 or (800) 678-7809, ext 46. No refunds will be given for cancellation after the three (3)-day deadline. No shows will not receive a refund. A 100% refund is given to all registrants if course is cancelled by Girl Scouts of Utah.

*Please note:*

*If a course does not meet the minimum number of participants, the course will be cancelled. Only those who are registered for a course will be notified of cancellation, changes in times or site location, or other important information. It is important to register in advance for all courses. Access our website to learn about any changes, updates, or cancellations.*

## Credits

Girl Scouts of Utah realizes how important our volunteers' contribution is to the healthy development of decision making, leadership and social skills in the girls we impact. Your time and talents are greatly appreciated. The credit program is designed as further recognition to acknowledge the additional training volunteers have obtained. A committee of volunteers is designing the GS“U”niversity credit system and their recommendations will be shared to all volunteers upon completion.