



## APPLICATION INSTRUCTIONS FOR GSCNC MOSAIC PROGRAMS

Read Green Pages \_\_\_\_ before applying for a Mosaic program. Choose either method to apply

### REGISTER ONLINE at <http://register.gscnc.org>

- Click on PROGRAM FOR GIRLS
- Click on PROGRAM from bar at top of screen
- Select from program levels shown or click on SEARCH in black bar to show programs by date or key word
- Select program to view details of program
- Follow prompts to register. Note that some program descriptions may direct you to a different registration method.

***Troops and individuals registering on line will receive placement status and all other communications via email at the address used for registration. Person registering should watch for notices and updates and edit account if email address changes.***

You may decrease the number of participants or cancel by editing your online account, being mindful of refund policy stated below. To increase the number of participants you must contact the Program Registrar at 202-237-1670 ext. 269 or [tgladden@gscnc.org](mailto:tgladden@gscnc.org).

### REGISTER BY MAIL, EMAIL OR FAX

Complete application on page \_\_\_\_ or available on GSCNC website. Some programs require a special application as specified in the program description. Please be sure to direct special applications to individual specified. *Applications must be **received** by the deadline.*

Submit application using one of the following:

- Mail to  
**GSCNC Events Registration**  
**4301 Connecticut Avenue NW**  
**Washington DC 20008**
- Fax to 202-274-2161
- Email application as attachment to individual specified or to [tgladden@gscnc.org](mailto:tgladden@gscnc.org)

***If an email address is provided placement status and all other communications via email at the address used for registration. Person registering should watch for notices and updates and edit account if email address changes.*** In other cases placement status and other communication will be done by mail.

### PROGRAM REGISTRATION POLICIES AND PROCEDURES

- Only GSCNC registered individuals and troops may register for programs, unless otherwise stated.
- ***Reservation fees, if required, are non-refundable and may not be applied to other payments. Program fees are non-refundable less than 4 weeks from the event date.***
- Requests for refund of program fee (excluding reservation fee) must be received in writing by the Program Registrar no less than 4 weeks prior to event date.
- Failure to make payment by the due date will result in forfeiture of reserved spaces and loss of non-refundable reservation fees where required.
- If a program grant or troop loan is used to pay reservation or program fee and individual or troop cancels or is a no show, the grant or loan must be repaid. (This is only time a grant must be repaid.)
- Only girls at the age or program level stated in the program description should be registered for a program. Unless the program is designated as a family program, siblings, including registered Girl Scouts younger or older than the stated age or level should not attend.
- Unless event is designated as a family program, adult participation should be limited to the adults required to meet *SafetyWise* girl/adult ratio.
- Groups may increase the number of registered individuals only if space is available by contacting the Program Registrar (ext. 269) or the Program Events specialist (ext. 271)
- It is the responsibility of the leader/advisor to read and follow all policies, guidelines and checkpoints outlined in *SafetyWise* and *Green Pages* to ensure the safety of girls.