

	Girl Scout Council of the Nation's Capital 4301 Connecticut Avenue, N.W. Suite M-2 Washington, D.C. 20008 PHONE 202-237-1670 800-523-7898 FAX 202-274-2161 www.gscnc.org	B270
TRAINING REGISTRATION FORM		

*Remember: you may register online for all classes at register.gscnc.org (no www)
 PLEASE print or type legibly in ink. You may make photocopies or hand copies of this form as needed.*

Name:			
Address:			
City:	State:	Zip Code:	
Home Phone:	Work Phone:	E-mail:	
<i>Provide numbers below if known</i>			
Troop #:	Association:	Service Unit:	
My special learning needs are: <input type="checkbox"/> Interpretation for the deaf requested. <input type="checkbox"/> Wheelchair accessibility needed. <input type="checkbox"/> Other: <i>Please describe:</i>			
Course Name:			
<i>List preferred sessions</i>	Course Number	Date	Location
First Choice			
Second Choice			
Course Name:			
<i>List preferred sessions</i>	Course Number	Date	Location
First Choice			
Second Choice			
Course Name:			
<i>List preferred sessions</i>	Course Number	Date	Location
First Choice			
Second Choice			
Payment (<i>if required</i>) by mail: you may pay with a check, money order or credit card. by FAX and phone :you may pay with a credit card only. <i>Make check or money order payable to GSCNC.</i>			
<input type="checkbox"/> Fee enclosed: \$ Check #: Name on check:			
Please charge my <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard			
Account #:		Expiration Date:	
Cardholder's Name (<i>please print</i>):		<i>For GSCNC use only:</i>	
Cardholder's Signature: (<i>required</i>)		Ref #:	
		App #:	

**Please return completed form to Girl Scout Council of the Nation's Capital,
 Attn: Training Registration, 4301 Connecticut Avenue, NW, Washington, DC 20008**

Registering for Training

How do I register for them? Choose what works for you.

Online

Use the online registration system at <http://register.gscnc.org> to view and register for courses. Register for classes online and receive e-mail confirmation and directions within 48 hours. Courses that require a special application have an online version that you may fill out to register.

Phone

If your course does not require a written application, you may register by phone.

Please speak slowly and clearly, and leave all the information requested. You find it helpful to complete a registration form to use as your "script" before calling.

During office hours (M – F, 9 - 5), call (202) 237-1670 or 1-800-523-7898. Ask to be connected to extension 275.

When the office is closed, call (202) 237-1670 or 1-800-523-7898. When the automated attendant answers, dial 455. When connected, press 5. Follow the directions for automated course registration, cancellation of registration, and questions regarding registration.



Mail

Send the registration form found in the Please indicate first and second choices of sessions for each course. If payment is required, you may pay by check or credit card, as the form notes.



Fax

Send the registration form to us at (202) 274-2161. Please be sure to include all information requested on the form. You may fax us your credit card numbers when a fee is required.

How do I receive confirmation and directions to a course?

You will receive a confirmation of registration and directions to the training site in an e-mail, which is sent within 48 hours after registration.

If we do not have your e-mail address, a confirmation letter with directions will be mailed. If we are unable to place you in a class of your choice, we will notify you.

Driving directions are also linked to each specific course by clicking on "Location" on the online course-offering page.

What if there is a registration fee?



All courses that require advance payment list the cost in the Fee section of the online catalogue or calendar. All First Aid courses and some enrichment courses require a fee.

You may pay with VISA, Mastercard or a check. Credit card information may be submitted online, by phone, mail or fax. A check payable to GSCNC may be mailed. Volunteers may also apply for financial assistance. Form is located in Volunteer Basics and at www.gscnc.org

To change your registration from one session with a fee to another with a fee, please call (202) 237-1670 or 1-800-523-7898, extension 275.

Payment must accompany registration to assure space in a class. A volunteer may apply for financial assistance to support her/his participation in training.

Refunds for classes requiring payment will be granted only if you cancel in advance of the class.

What if can't attend a class?

You may cancel your registration through the online registration system and by email, or phone.

Don't be a NO SHOW!

Classes are very popular often with waiting lists. If you are unable to attend a class, please cancel as soon as the conflict occurs

What if I want to take a class that is offered online?

101 and 100B online are posted at www.blackboard.com. You set-up an account with Blackboard and enroll in a course. GSCNC monitors course participants and provides e-mail confirmation once you complete all the course assignments successfully.

How do I get a homestudy?

100A homestudy is sent via US mail. To have a copy sent to you, complete the form at www.gscnc.org/training/100A/ or call the Adult Volunteer Development department at 202-237-1670, ext 240.