

# Registration Policy and Procedures

## Registration

- Complete a Camper Registration form for each camper. It may be duplicated or forms are available online at [www.girlscouts-rh.org](http://www.girlscouts-rh.org).
- Keep a copy of the Camper Registration form and this brochure for your records.
- Be sure to list 1st, 2nd, and 3rd program choices, which increases our ability to serve you.
- A **\$50 NON-REFUNDABLE / NON-TRANSFERABLE** deposit for **EACH SESSION** must accompany **EACH FORM**.
- Mail signed Camper Registration form with non-refundable/non-transferable deposit to the post office box address.  
**Do not mail registration to Girl Scouts of Rolling Hills street address.**
- All camper registration is by mail, except pre-registration for incentive staff children, which will be held by walk-in.
- Camper Registration forms will be processed beginning **February 15, 2008** randomly from the mail accumulation. No confirmation postcard will be mailed. A Camp Information Packet regarding the status of your program choice, account statement, and all necessary camp forms will be mailed on or about **March 21, 2008**. This packet contains important time-sensitive material.
- All camp forms must be returned by **May 16, 2008** to ensure your daughter's program placement.  
**All accounts must be paid in full on or before May 16, 2008.**  
Accounts not paid by **May 16, 2008** risk losing their daughter's program placement.
- Girl Scouts of Rolling Hills Council reserves the right to cancel any under-enrolled program.
- Girls will be placed on waiting lists if programs become full. You will be notified by phone if space becomes available.

### Mailing Address For Camper Registration Forms

Girl Scouts of Rolling Hills Council  
Post Office Box 5121 • North Branch, NJ 08876

## Pre-registration For Incentive Staff Children ONLY

### Mark your calendar for pre-registration to ensure your daughter's placement.

- Complete a Camper Registration form for each camper, tot or ranger and bring forms to Camp DeWitt on Saturday, February 9, 2008 to be processed during walk-in pre-registration for Incentive Staff children only.
  - Incentive Staff applications received after February 9, 2008 will be considered on an as-needed basis.

### PRE-REGISTRATION FOR INCENTIVE STAFF CHILDREN ONLY

**Saturday, February 9, 2008 ■ Time: 9:00 a.m. - 3:00 p.m.**

**Agnes DeWitt Day Camp in Hillsborough, NJ**

## Refund Policy

- A full credit will be given for any under-enrolled program cancelled by Girl Scouts of Rolling Hills Council.
- Rolling Hills Council maintains a NO REFUND POLICY. Parents are responsible for total camp fees.
- In the event a girl cannot attend camp due to an illness or family emergency, a written note from a physician must be submitted. All fees except the \$50 non-refundable/non-transferable deposit will be credited.
- No credit will be given for a camper arriving late, leaving early or attending part of a session.
- Bus transportation daily to and from Camp DeWitt is included in camp fees. Bus transportation for Travel Programs is included in camp fees. You may drive campers to and from camp, but no credit will be given for providing your own transportation.
- A T-shirt is included in the camp fees except for weekend programs, but no credit will be given if you choose not to receive one.
- Children will be joining a camp community where certain standards of behavior will be expected. Girl Scouts of Rolling Hills Council reserves the right to send home, without return of fees, any child who consistently exhibits unsuitable behavior, willfully disobeys camp rules, or whose behavior toward others is unacceptable.
- If we are unable to place your child in an available program, you will be called.
- Any approved credits will be processed by September 1, 2008.

# Camper Registration

Girl Scouts of Rolling Hills Council - Summer 2008

DATE RECEIVED

## Camper

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip Code

Home Telephone (\_\_\_\_) \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_  
(as of June, 2008) (as of Sept, 2008)

Camp DeWitt Bus Stop # and Name \_\_\_\_\_  I will drive my daughter

Is your daughter a registered Girl Scout?  YES  NO, Troop # \_\_ Level \_\_\_\_ S.U. # \_\_\_\_ Council \_\_\_\_

The following information is requested to measure progress towards serving all girls within our Council.

White  Black  Asian  Hispanic  Native American

Did you attend Camp DeWitt last year?  Yes  No Oxford day camp?  Yes  No Lopatcong day camp?  Yes  No

## Parent / Guardian

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip Code

Home Telephone (\_\_\_\_) \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_

Cellular Telephone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Please send me information on working at  Camp DeWitt  Oxford day camp  Lopatcong day camp

## Program Registration – Please be sure to indicate 3 choices, which increases our ability to serve you.

Camp DeWitt Session	Program Name 1st Choice	Program Name 2nd Choice	Program Name 3rd Choice
A			
B			
C			
D			
E			
F			
G			
Oxford Day Camp			
Lopatcong Week 1			
Lopatcong Week 2			
<b>Weekend Programs</b>			
MOM & ME	Register my daughter and _____.		
DAD & ME	Register my daughter and _____.		
AFTER-CAMP CARE	Circle YES if participating and Sessions	A B C D E F G	

**T-shirts** Each session includes a T-Shirt (except weekend programs).  
 Circle one size – GIRLS – XS (4T) – S (6-8) – M(10-12) – L (14-16) – XL (18-20) – ADULT – M – L – XL – XXL

## Payment Information

<b>DEPOSIT</b>	<b>\$50 deposit required for each session.</b>	<b>\$50 x ____ sessions = \$</b>
<b>GS FEE</b>	<b>If not a Girl Scout member, include \$10 membership fee here. Fee is not refundable.</b>	<b>\$</b>

• The following discounts will be credited to your account and will appear on your billing statement:

- #1 – First program full price - \$5 off each additional program #2 – \$5 off per family if two sisters attend
- #3 – Cookie Credits only – GSRHC (include with final payment)

• Mail Camper Registration form with \$50 NON-REFUNDABLE/NON-TRANSFERABLE deposit for EACH SESSION to Girl Scouts of Rolling Hills Council, Post Office Box 5121, North Branch, NJ 08876.

• Make check payable to Girl Scouts of Rolling Hills Council OR Charge my account in the amount of \$\_\_\_\_\_.  
 Account # \_\_\_\_\_ Expiration date \_\_\_\_\_ Visa Mastercard Discover

Signature of card holder \_\_\_\_\_

- I have read and understand the Agnes DeWitt/Warren County Day Camp 2008 Brochure.
- I understand the refund policy.
- I understand that all balances and camp forms are due by May 16, 2008.

Parent / Guardian signature \_\_\_\_\_

Please send financial aid information. Information received will be kept confidential.

Last Name

First

MI