

## Learning Opportunities Registration Form

After completing this form, please mail, or fax to the regional office nearest you. If paying by credit card, you may register by fax to the locations below.

**GS-TOP  
Registration  
6011 West 45<sup>th</sup> Avenue  
Amarillo, Texas 79109  
Tel. 806-356-0096  
Fax: 806-356-0099  
[registrationAMA@gs-top.org](mailto:registrationAMA@gs-top.org)**

**GS-TOP  
Registration  
4901 Briarhaven Road  
Fort Worth, Texas 76109  
Tel. 817-737-7272  
Fax: 817-732-1261  
[registrationFW@gs-top.org](mailto:registrationFW@gs-top.org)**

**GS-TOP  
Registration  
2567 74<sup>th</sup> Street  
Lubbock, Texas 79423  
Tel. 806-745-2855  
Fax: 806-748-0769  
[registrationLub@gs-top.org](mailto:registrationLub@gs-top.org)**

Please mark which course you are taking:  Home Study  Class Room Course

Course Date \_\_\_\_\_ Course Name \_\_\_\_\_

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

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Email (will be used for confirmation) \_\_\_\_\_

Position \_\_\_\_\_ Troop # \_\_\_\_\_ Grade Level \_\_\_\_\_ Service Unit \_\_\_\_\_

Special Needs \_\_\_\_\_

Total Amount Enclosed \$ \_\_\_\_\_  VISA  MasterCard  Discover  American Express

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please make checks payable to Girl Scouts of Texas Oklahoma Plains, Inc.*

For office use only: DE \_\_\_\_\_ Initials \_\_\_\_\_

### How to Register for Adult Learning Opportunities

- All learning opportunity course registration must be sent in with fee unless otherwise noted.
- Please register at least seven days before the date of the course to ensure it is not canceled.
- Registrations will be accepted by mail, fax or they can be taken to the Girl Scout Office near you.
- To benefit from a classroom experience, we strongly suggest a minimum of five adults registered for the course. Exceptions maybe made in extenuating circumstances due to the lower volunteer population in an area. This decision will be made by the Volunteer Services Department.
- Arrive at least ten minutes before the course starts to allow time for sign-in and settling in.
- Participants will be notified with a confirmation two weeks after registration is processed.

### Fees for Adult Learning Opportunities

- Check all Council publication for course fees.

### Cancellations/Refunds

- To cancel registrations, contact the registrar at the regional office in your area.
- Check the Compass for additional cancellation policies.
- If you cancel seven days prior to a learning opportunity a refund will be issued minus a 20% processing fee.
- Cancellations six days or less no refunds will be issued except for medical reasons. A written request for a medical refund must be received within 30 days with a doctor's note.

### Learning Opportunities Waiver Request

- It is possible to get credit in Girl Scouts of Texas Oklahoma Plains for Girl Scouts courses taken in other Girl Scout Councils. Forms are available online at [www.gs-top.org](http://www.gs-top.org) or at the Girl Scout Office near you.

### Child Care

- In all fairness to our Volunteer Facilitators and the other participants in course, we respectfully request that **children not be brought to the sessions.**
- Please make your own child care arrangements.