

GIRL SCOUT PROGRAM SITE APPLICATION



	1st choice	2nd choice	3rd choice
Name of Site			
Building(s)/Sites			
Arrival Date			
Departure Date			

Girl Scout Troop # _____ Neighborhood # _____

Estimated Number Attending	Program Age Level:		
Girls: _____	<input type="checkbox"/> Daisy	<input type="checkbox"/> Brownie	<input type="checkbox"/> Junior
Adults: _____	<input type="checkbox"/> Cadette	<input type="checkbox"/> Senior	<input type="checkbox"/> Adult
Name of Girl Scout Leader/Person in charge _____			
Address _____ City _____ State _____ Zip _____			
Email _____			
Name of First Aider _____ () _____			
Daytime contact regarding application: Name _____ Phone: () _____			

HOW TO RESERVE A GIRL SCOUT PROGRAM SITE

1. Complete the Program Site Application, including three choices of dates or sites. Please print clearly, in ink.
2. Send no money at this time. Site Reservation Agreements will be sent to you for additional information and signatures. Agreements are mailed out in order of event dates. Deposits are due two weeks after this agreement reaches you. Full payment is due four weeks before your arrival date.
3. If more than one Girl Scout troop/Neighborhood requests identical dates and sites, a drawing will be done.
4. If your choices are not available, you will be put on a waiting list and will be so notified.
5. Each Neighborhood or Girl Scout troop will be given a reservation for one set of dates for the fall and one for spring until after January 1. Neighborhoods and troops wishing to reserve additional dates for the year may do so after January 1, as room is available. This will allow more girls to use program sites.
6. Accommodations will be reserved to fit the needs of the size of your group. If room is available at other buildings or units not reserved for you, the Event Registrar may reserve them for other troops. If Girl Scout troops are small enough to share a building or unit, this option will be offered and each group will pay their half of the fee.
7. Many Girl Scout troops would like to use our sites. If you must cancel your reservation, please notify us as soon as possible so those on the waiting list can be accommodated.
8. Note the opening dates for reservations:
 - April 1 - All Neighborhood girl events
 - June 1- Girl Scouts - Columbia River Council troops
 - July 15 - Girl Scouts - Columbia River Council adult events and other Girl Scout Council's troops

Reservations are processed on or after these dates. If a site is still available, reservations can be made at other times of the year.