



Girl Scout Event Information & Policies 2022

Registration Information:

- Event registrations can be completed online or over the phone. Unless otherwise specified, registrations close one week prior to the event. Registration may close early if an event is full.
 - If an activity has filled, please use the link on roberson.org to be added to the **waiting list**. Cancellations and conflicts are common and if there is enough interest, we may open additional dates/times for the scheduled program to accommodate overflow.
- You must disclose all Girl Scouts, leaders, non-leaders and Tag-alongs that plan to attend at the time of registration. Only youth and adults who are registered are permitted to attend.
 - A Parent/guardian or leader is required for participation. **1 leader per 6 girls in a troop will receive free admittance** to maintain the Girl Scout mandated adult-to-girl ratio.
 - A Tag-along is defined by Girl Scouts of America as a non-Scout, or a registered Girl Scout who is not of the level specified for the program, who will be present for the event. Tag-alongs are subject to regular Museum admission costs and may watch, but will not be given patches or badges, nor will they be allowed to actively participate directly in the program activities.
- Payment is required at the time of registration. Payment is accepted in the form of credit/debit card (by phone or online).

Cancellations & Refunds:

Organization Cancellations: Events that do not meet minimum enrollment requirements are subject to cancellation. If an event is cancelled due to enrollment requirements, or other unforeseeable events, you will be notified as soon as possible and issued a full refund or credit towards a future registration.

Participant Cancellations:

- Registrations can be changed, transferred to another available event, or cancelled by the customer without penalty until **the registration deadline**. The registration deadline is listed alongside the event description on our website and is typically one week prior to the day of the event.
- All cancellations and transfers must be communicated to the Education Coordinator, Jordi Naczi, via email at jnaczi@roberson.org or phone at (607) 772-0660 ext. 262 prior to the deadline.
 - Please include your name, Troop #, and the event name and date.
- **No refunds or transfers will be granted for requests made after the registration deadline.**



Day-of-Event Information:

Arrival and Departure:

- Check-in will take place inside the Museum lobby at Roberson Museum and Science Center (30 Front St, Binghamton, NY 13905).
- All participants must be accompanied by their adult chaperone and checked-in at the Front Desk.
- Many programs occur outside of regular business hours. This being the case, doors may not be open any earlier than 15 minutes before a program begins.
- Programs will begin promptly at the start-time listed on the website. A late arrival may result in a missed activity, or being locked out of the building. If you are planning on arriving late, contact Jordi Naczi at (607) 772-0660 to avoid being locked out of the program.
- No partial refunds or transfers will be issued for participants arriving late or leaving early.

Virtual Programs:

- The Zoom meeting link will be sent to all participants after registration has closed (one week prior to the program start date).
- The Zoom waiting room will be open 5 minutes prior to the start of the program. Late arrivals risk missing a portion of the program.
- Please make sure participants know their Troop #, and the name of the person that registered them.
- We strongly recommend an adult be present for the program with each Scout to assist with any technical difficulties they may have with Zoom or internet connection.
- Siblings and other Tag-alongs should register following the same guidelines as our in-person programs.

Health and Safety:

Medical Information:

- We occasionally use food items in our programs and our labs. Please make sure to note any allergies in your group on your registration form.
- We strive to provide an accessible and safe environment for all participants. If any of your Scouts have special needs, please provide details on how we can assist on your registration form.

Please be advised that if 2022 COVID-19 policies change precautions are as follows:

- In order to remain in compliance with social distancing guidelines, registration per group may be limited.
- Educators maintain a cleaning and disinfecting log. All surfaces used by students including tables, chairs, and equipment will be included.
- Students outside of the same family unit will not share any supplies or materials.
- All participants and educators are required to wear masks at all times.