

## **Girl Scouts of Middle Tennessee**

### Adventure and Horse Program Request Procedures

#### **Requests**

##### **Step 1**

Decide if your troop or service unit will be visiting camp for the **DAY ONLY** or for an **OVERNIGHT TRIP**. Submit a [Property Reservation](#) form for your requested date. If overnight camping, secure your cabin first, and then submit program requests.

##### **Step 2**

Troops and service units complete the [Outdoor Adventure Program Request](#) form and/or [Equestrian Program Request](#) form and send to the Outdoor Adventure Manager. You may send your requests via email, fax, or mail:

[mdennis@gsmidtn.org](mailto:mdennis@gsmidtn.org)

Phone/fax: (615) 460-0213

Girl Scouts of Middle Tennessee  
Attn: Outdoor Adventure Manager  
4522 Granny White Pike  
Nashville, TN 37204

**Requests may be submitted anytime prior to the event, but no later than one month prior to the event date requested. Requests received after this deadline may not be accommodated.**

#### **Payment**

All program fees are due with your [Outdoor Adventure Program Request](#) form and/or [Equestrian Program Request](#) form. Please make checks payable to Girl Scouts of Middle Tennessee and write the program date and name of the camp you will be attending on the memo line of the check.

Program fees are **non-refundable** 30 days prior to the date of your program.

The minimum and maximum number of participants listed in the program tables always apply. These numbers cannot be exceeded due to Safety Activity Checkpoint standards. If your group is larger than the maximum per program, then your group will be split into 2 or more sessions. If your group is smaller, you can pay for the minimum to run the program (except Team Adventure).

#### **Cancellation/Refund Policy**

Any changes in your requested program numbers must be done 30 days prior the date of your program, otherwise you are responsible for paying the number that is on your request form. Schedule changes and refund requests must be in writing (mail, email, or fax).

Program fees are **non-refundable** 30 days prior the date of your program.

Outdoor Adventure program fees will be fully refunded in the event of inclement weather if cancelled by the Outdoor Adventure Manager. There will be no refunds if the program still runs and you choose not to participate.

In the event of inclement weather for Horse Programs, your program will be modified to run in the covered riding arena. Horse programs run rain or shine.

### **Forms**

All participants must bring a copy of the [Outdoor Adventure Health/Permission form](#) signed by their parent or guardian on the day of their event. Facilitators will review but not collect this form. If a participant arrives without a completed form she will not be allowed to participate. Adult participants must also complete and sign the Outdoor Adventure/Health Permission form.

Leaders must notify facilitators of any health concerns or conditions. Troops/groups are responsible for providing their own first aider and first aid kit. Troops/groups should also read the [Outdoor Program What to Wear & Bring list](#). Girls will not be allowed to participate if not wearing proper clothing and footwear.

These forms can be found on our website: Resources > Programs > Adventure

### **Special Needs**

Please let us know if you have a girl with special needs. We make every reasonable effort to include all girls in our programs, but we must know ahead of time about any disabilities or special needs in order to staff our areas appropriately.