

## Outdoor Adventure and Horse Programs Cancellation Policy

- Any changes in your requested program numbers must be made 30 days prior to the date of your program, otherwise you are responsible for paying for the number 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.

### To request a refund, please follow the guidelines below:

- Submit the request with explanation in writing and mail to:  
Girl Scouts of Middle Tennessee  
Attn: Outdoor Adventure Manager  
4522 Granny White Pike  
Nashville, TN 37204
- Or fax to (615) 460-0213
- Or email Jessica Burgett at [jburgett@gsmidtn.org](mailto:jburgett@gsmidtn.org)  
NOTE: If you do not receive a response within two business days confirming receipt of your email and your request is under consideration, please contact Jessica Burgett at (615) 460-0213.