



# Festival of the Arts

girl scouts   
of kentuckiana

## Frequently Asked Questions

# General Questions

## **Where does Festival of the Arts take place?**

Sessions take place at various locations throughout Metro Louisville and Southern Indiana. Be aware of your travel times as you plan your day. Locations are listed under each program opportunity in the Festival of the Arts brochure. Please note: locations are subject to change.

## **Who can attend?**

The Festival of the Arts is ONLY for registered Girl Scouts and their adult volunteer chaperones. Tagalongs are not permitted to participate in Festival of the Arts.

## **Can tagalongs attend Festival of the Arts?**

No, tagalongs are not permitted to participate in Festival of the Arts. If tagalongs are identified at the event (any girl under five including infants, any girl not registered with GSUSA, or any boy) the tagalongs and accompanying adult(s) will be asked to leave the premises due to insurance restrictions. Troops will still be required to maintain girl to adult ratios. Please make all adults aware of this rule.

## **What is the cost?**

The cost is \$18 per Girl Scout and \$18 per adult. For Girl Scouts, this fee includes admission to three programs: one Workshop, one Event, and one Performance, Exhibit, or Tour (PET) and a commemorative Festival of the Arts patch. Adults get to attend Events and PETs, as well as receive a commemorative patch; however, they may not participate in workshops due to extremely limited space.

After completing the FOA Registration form, pay with a debit or credit card. You may also pay by check or Kentuckiana Credits.

## **What should I bring with me?**

- Dress for the weather and bring layers in case you get chilly or warm throughout the day.
- Be sure to bring a copy of your schedule for each adult/driver who will be attending, so they will have complete location and program information.
- Parents/adults dropping off a girl should know 1) their troop number and 2) the name of their troop leader.

### **How do I fill out the Festival of the Arts Evaluation?**

On the day of the Festival, check your email inbox for the evaluation link—it may be completed on your phone or computer. Be sure to get your Girl Scouts' input for this evaluation.

Your input is important! The artists, performers, workshop leaders, and Festival Committee want your troop's feedback on the program: what did you like and how we can make next year's FOA even better? Every troop that submits the evaluation by December 1, 2023, will be entered into a drawing for first, second, and third scheduling pick for Festival of the Arts 2024!

### **Can I take pictures?**

Yes! Remember, please be respectful and follow the Courtesy Tips!

### **How can I share pictures of my troop?**

Post your photos to Girl Scouts of Kentuckiana's Facebook page throughout the day. You can also email them to [festival@gskentuckiana.org](mailto:festival@gskentuckiana.org). Remember, please be respectful and follow the Courtesy Tips!

# Planning for Festival of the Arts

## **Which program categories can we select?**

Each program identifies grade levels that are allowed for attendance. Discuss with your troop what all of you would like to attend. In choosing, be flexible and select alternative choices. One purpose of the Festival is to introduce new art forms to girls—so try something new and plan for variety!

There are three categories from which to choose

- Events
- Performances, Exhibits, and Tours (PETs)
- Workshops (Grade level assigned)

You may attend a total of three programs during the day.

- No more than ONE program in the Events category
- No more than ONE program in the Workshops category
- All three programs may be in the Performances, Exhibits and Tours (PETs) category if you attend no Events or Workshops

## **Do we have to attend all three programs?**

You do not have to fill all three time periods! Please note how many programs you want to attend when you register.

## **What do I need to know before completing the registration form?**

Follow these steps to help make registering a breeze:

- Read the brochure thoroughly and learn what is available for your troop's grade level.
- Choose up to three Events, five Performances, Exhibits, and Tours (PETs), and five Workshops options (in the event your first choice has been filled). Remember that all of the programs are good! Having a variety of choices opens you to more experiences.
- Determine confirmed numbers of ALL adults and girls who will be attending before registering your troop for the Festival of the Arts.
- Decide on the number of patches you want.

Be sure to use the helpful Planning Worksheet to help plan your experience on November 11! Look for it on the Festival of the Arts page on the GSK website or find it on the last two pages of the brochure.

# Registration

## Where do I register?

Begin by logging in to MyGS at our website. Complete steps of registration, including the accurate number of participants, their names, and payment details. The organizer who registers for the troop will receive an email from GSK on the following business day with a unique link to an FOA survey. This survey link is where they'll indicate the troop's selection of program preferences. (This link is specific for only their troop.)

## When is the registration deadline?

October 12, 2023

## What is the First Draw Deadline?

All registrations received before midnight on **September 22** will be scheduled first in a randomly drawn order. Registrations received after this time will be scheduled according to the date on which they are received until the Festival is full or when registration closes on Friday, October 12. **Adding additional girls to your registration after this deadline will disqualify you from the First Draw, and your troop will be scheduled according to the date your registration was completed.**

## How do I leave a note with special instructions?

On the registration form, use the Do you have any other information you want to share with the Festival Registrar? field to explain anything you think may be ambiguous or would like us to know when scheduling your day.

Examples of What You Might Share:

- We're finalizing a journey and need to attend *XYZ Workshop*.
- One of our girls is in the *XYZ Performance*, and we really want to support her!
- Our troop leader is nervous about driving around downtown Louisville.
- We'd like to meet up with the rest of the troop at our Event selection.
- Are all locations accessible?

## Can I change the number of girls and/or adults on my registration form?

If you need to add girls or adults to your troop after the first draw deadline, any previously scheduled programs will be released, and your troop will be scheduled (or rescheduled) with other troops who register on the day of your addition.

First, specify what you would like to edit by answering the first question (*This form is the Troop's*):

Please select your one of the following:

- First Submission
- Revision—Add Girls/ Adults Only
- Revision—Program Changes Only
- Revision—Girl/ Adult & Program Changes

If you are submitting a revision, only fill out what you would like to change. No need to complete the entire form again (please note that there are still some required fields that you will need to fill out).

## **How do I register a multi-level troop?**

**There are two ways to attend the Festival of the Arts with your multilevel troop:**

1. Come as one group and only attend larger programs appropriate for all grade levels within your troop.
2. Break into smaller grade level groupings and attend programs and workshops geared toward the specific grade levels.

**Come as One Group**—submit one JotForm with all girls and adults.

- Under Troop is Multi-Level select "*Yes, but girls will all attend programs together.*"
- Individual programs selected must be appropriate for ALL grade levels within your troop.

**Break into Smaller Grade Level Grouping**—submit a separate JotForm registration for each grade level grouping (e.g. a DBJCSA troop may want to split into DB, J, C and SA subgroups). Think of each of these subgroups as its own "troop." (Don't worry that each form is entered under the same troop number. We can figure it out based on your registration answers.)

- Under Troop Is Multi-Level, select "Yes, but girls will attend programs at their grade level"
- List only the girls and adults attending in this grade level subgroup. You must meet adult-to-girl ratios for each subgroup.
- Be sure that the Emergency Number/Day of Event phone belongs to an adult that will be traveling with this subgroup.
- Programs selected must be appropriate for all grade levels within this subgroup.
- If your troop wants to regroup at certain programs (Events or PETs):
  - Be sure that *each* subgroup JotForm registration has the same program selection—in the same order—for the Event or PET at which

- you want to regroup.
- On *each* subgroup JotForm registration, add a short note in Do you have any other information you want to share with the Festival Registrar? telling us with whom you'd like to regroup and at which program.
  - We'll do our best, based on program availability at the time your troop is scheduled.

**When in doubt**, use the [Do you have any other information you want to share with the Festival Registrar?](#) field to explain anything you think may be ambiguous.

You will receive a separate schedule for each subgroup.

### **How do I pay for Festival of the Arts?**

Submit payment information when you register, like all other GSK events. After completing the registration form, pay with a debit or credit card.

### **Can we use Kentuckiana Credits to pay for our registration?**

Yes! To use Kentuckiana Credits to pay for festival participation, please charge your troop credit card. Keep your receipt and submit the [Kentuckiana Credit Swap form](#) for reimbursement.

### **Can Kentuckiana Credits be used to pay for adult registrations?**

Kentuckiana Credits may only be used for girl fees. Adults may pay with a debit or credit card.

### **When will we know which programs we are attending?**

You should receive your Festival program assignments by October 27, 2023.

### **Can I cancel my registration?**

Troops may cancel their registration until October 12 for a full refund. After that date, cancellations and refunds will be handled on a case-by-case basis.

You may apply for a refund ONLY if you meet ALL of the following conditions.

- Selected five programs from the Performances, Exhibits, and Tours (PETs) category
- Selected five workshops from your program level category.
- Your troop was not placed in any of your selections.

If your troop was not given any of their original choices, you will be contacted and offered alternative choices. If these alternatives are not satisfactory, you may ask for a refund at that time.

# Registration Troubleshooting Tips

- To start, visit the Festival of the Arts event and be sure you're successfully logged into MyGS.
- For this registration, you cannot pick attendees from your Household and your Troop. You must select one. You cannot pick from both sites. If you cannot make the selection, empty your cart. Then, log out of the system and log back in.
- You will need assistance from Volunteer Care, IF:
  - An attendee is showing "inactive".
  - An attendee is not linked to the registering troop, within the system.
- When you receive and respond to your email link to the Festival survey, be sure to list the total number of Girl Scouts and adults who will attend. If there are attendees you could not add on your own, please write a "Note to the Registrar" with the missing attendees' names.
- Please contact Volunteer Care at [volunteercare@gskentuckiana.org](mailto:volunteercare@gskentuckiana.org) if you get stuck. You can also email [festival@gskentuckiana.org](mailto:festival@gskentuckiana.org).



# Patches

## **Does everyone who registers receive a patch?**

Some adults may not want a patch, but everyone can have one! Be sure to list the number of patches you need when completing your registration form.

## **Where do I pick up my patch packets?**

Patch packets will be at your first main venue during the Festival (Jefferson Community & Technical College or the Girl Scouts of Kentuckiana Office). If none of your programs are at these locations, pick up your patch packet at the Louisville Girl Scout Shop during the Festival or normal shop hours.