



## **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.

## **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 \$15 per Girl Scout and \$15 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 JotForm, pay with a debit or credit card. You may also pay by check or Kentuckiana Credits.

## **Do adults need to be registered Girl Scout members?**

Yes, all adults must be registered Girl Scouts to participate in Festival of the Arts, including driving girls to and from each location. Adult chaperones attending should be focused on providing safe supervision for girls during this event. Please see Safety Activity Checkpoints for more information about safety guidelines.

## **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, 2022, will be entered into a drawing for first, second, and third scheduling pick for Festival of the Arts 2023!

## **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 the 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!

## **What is the Instagram Takeover?**

If you are a Cadette or older, we invite you to log into the GSK Instagram account to post your experiences throughout the day. Followers of the account will get to see all of the cool things you get to see and do! If you are interested in participating in the Festival of the Arts Instagram Takeover, please email [festival@gskentuckiana.org](mailto:festival@gskentuckiana.org) for the log in information.

# 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 12! 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?

Visit [gskentuckiana.org/foa](https://gskentuckiana.org/foa) to register beginning August 22. You will be directed to a JotForm website. **You will make your program selections and list the number of patches you need. Please fill this form out as completely as possible.**

## When is the registration deadline?

October 14, 2022

## What is the First Draw Deadline?

All registrations received before midnight on **September 16** 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 14. **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.

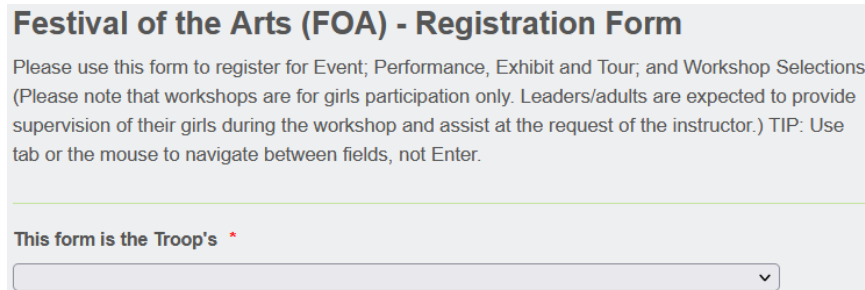
Examples of What You Might Share:

- 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 ADA 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*):



In the drop-down box, there are several different options. Choose what you want to do:

- 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 Groupings**—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 travelling 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?**

After completing the registration form, pay with a debit or credit card. You may also pay by check or Kentuckiana Credits. Checks can be mailed or brought to the Louisville office at 2115 Lexington Road, Louisville, KY 40206.

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

Yes! If you would like to pay using Kentuckiana Credits:

1. Complete the FOA Registration JotForm. Once you click Submit, a PayPal window will open. Simply close this window. You will receive a registration confirmation once the payment is complete.
  - a. To complete payment in person, visit the Louisville Girl Scout shop and bring your Kentuckiana Credits.
  - b. To complete payment over the phone, call Volunteer Care (888-771-5170) or reach out to your Membership Experience Coordinator. Have your Kentuckiana Credits card numbers ready to provide.
3. If you have not received your Kentuckiana Credits, pay by debit or credit card, then complete and submit the Kentuckiana Credits SWAP Form (found [here](#)) to be reimbursed. Be sure to attach a receipt of payment with this form.

*Please note: You may only use Kentuckiana Credits to cover girl registrations for Festival of the Arts.*

### **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 28, 2022.

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

Troops may cancel their registration until October 14 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.



# 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 (Presentation Academy, Noe Middle School, Girl Scout 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.