



MINNESOTA ZOO  
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## How to Register for Group Overnights

It is best to have only one person be responsible for registering your group.

### ONLINE REGISTRATION

Online registration will begin on Monday, October 3<sup>rd</sup>, 2011 at 10 a.m. and will continue until all programs are full. To register, go to our website at [www.mn zoo.org](http://www.mn zoo.org) and look in the Education area under Community Groups and Scouts and follow the online registration directions.

### CALL-IN REGISTRATION

Online registration is preferred, but if you are unable to register online, call-in registration will begin on Tuesday, October 4<sup>th</sup>, 2011 at 10 a.m. and will continue until all programs are full. Call 952.431.9320 to register. If you reach the voice mail, please leave a message and your call will be returned.

### PAYMENT

Both online and call in registrants will be required to pay \$250.00 by credit card at the time of registration to secure spots in an overnight date. You are welcome to pay the entire balance at the time of registration if you wish. You may be contacted by phone a day or so after you register your group if there are any issues with your registration. **Please remember the maximum adult/child ratio is 1 adult to 4 scouts.** If you only register for a night that is full and are placed on a wait list you do not need to put any money down.

**The balance of your fee and your final headcount will be due one month prior to your overnight.** The balance can be paid by credit card or by check, payable to Minnesota Zoo/Education Department. If the remaining balance is NOT received on the date one month prior to your overnight, your overnight registration will be canceled and the money already paid will not be refunded. Checks can be mailed to: Minnesota Zoo, Education Department, 13000 Zoo Boulevard, Apple Valley, MN 55124.

### CONFIRMATION

When you register online please look for two automatic emails. One will contain information regarding your online account (you can access this to pay your final balance online if you wish) and the second will be a confirmation of your overnight. Look for the link (the title of the overnight you picked) to click on and view a letter regarding your overnight including parking and what to bring. If you do not see the emails please look in your SPAM folder.

### CANCELLATION POLICY

Please call the scheduling office at 952-431-9320 with any changes. If your group or an individual chooses to cancel, 50% of your deposit will be returned up until two months prior to the overnight. After that time, your deposit and any balance paid becomes **100% non-refundable AND will not go towards any outstanding balance.** The Minnesota Zoo reserves the right to cancel any scheduled overnight should circumstances warrant. If this occurs, we will try to reschedule your group. If this is not possible, we will refund your money. All information is subject to change.