

Online Camp/Event Registration Information

There are many benefits of using an online registration system for a service unit camp or event. If your troop is considering offering this option, you must ensure protection of credit card data in accordance with industry standards that are known as PCI Compliance.

Summary of Requirements

In order to proceed, you must acknowledge and agree to the following:

1. If you are considering using online registration for your camp or event, or have any questions about online camp or event registration for your service unit or groups, please email Info@gsnorcal.org.
2. Your service unit will comply with the GSNorCal PCI Compliance Requirements described in the [PCI Compliance Information Packet](#) and summarized here concerning credit card processing and protection of credit card data.
3. Your service unit will comply with the contract requirements for online registration vendors as described in the Contracts section of the packet.
4. All agreements with online registration vendors must be signed both by a representative of your service unit or group and by the CEO or CEO's designee as described in the Contracts section of the packet.
5. Your service unit will designate at least one volunteer who is responsible for compliance with the GSNorCal PCI Compliance Requirements ("PCI Compliance Volunteer").
6. The Camp Director or Event Manager and/or Registrar and PCI Compliance Volunteer will acknowledge, in writing, that they received and reviewed the GSNorCal PCI Compliance Requirements via the acknowledgement form attached as Appendix A in the PCI Information Packet.
7. The PCI Compliance Volunteer will:
 - o Participate in up to 1 hour of training by GSNorCal about the GSNorCal PCI Compliance Requirements either in person or via conference call.
 - o Ensure that Camp and/or Event staff and all volunteers working with or on behalf of the Camp and /or Event are aware of the GSNorCal PCI Compliance Requirements and have procedures and guidelines in place to ensure that these requirements are followed.
 - o Submit within 10 days after completion of the last Event or Camp session, the completed "PCI Compliance Report" check list, attached as Appendix B in the PCI information packet, verifying your compliance with the Girl Scouts of Northern California PCI Compliance Requirements.
8. Your service unit must ensure that a customer support system is in place and communicates this system to their respective service unit or group participants.

9. GSNorCal requires all third-party service providers who process credit card payments on behalf of any GSNorCal troop or service unit to be PCI compliant. Third party service providers must provide a current compliance report and provide quarterly updated reports as requested. If the provider cannot provide the required compliance report, they are not permitted to process credit card payments on behalf of GSNorCal.
10. All contracts for registration providers must be approved by GSNorCal's acting Chief Information Officer or his designee.

If you are given someone's credit card information, here is what you need to know:

1. Any credit card data must be secured and locked up until it is processed, and then destroyed by cross-cut shredder.
2. Credit card data must be processed for payment as soon as possible.
3. Credit card data may not be saved or stored. This means that as soon as you have processed payment, the credit card data must be destroyed (cut out that section of the form, and destroy with cross-cut shredder).
4. Under no circumstances should anyone photocopy, scan, fax, or otherwise electronically store or transmit copies of forms containing credit card data.
5. Credit card data may not be sent by email under any circumstances. Faxing should also be avoided for security reasons.
6. GSNorCal chooses NEVER to store or transmit any cardholder data or sensitive authentication data electronically in order to meet PCI compliance requirements and to ensure member and cardholder data is not compromised.