Great Salt Lake Council Boy Scouts of America

## **CAMP REFUND REQUEST FORM**

The Great Salt Lake Council must commit financial resources to employ staff, purchase supplies, and prepare for summer operation. As a result, participants are also required to make a financial commitment to attend. Therefore, refunds of camp fees paid will only be given in accordance with the following guidelines. Please pay fees only for those who are committed to attend camp.

## **REFUND POLICY:**

Unit #:

- 1. A unit deposit fee (\$100) or per person deposit fee (\$10/\$50) is **not** refundable under any circumstance.
- 2. Camp fees are transferable to another camp within the same year, up to the time of camp. **NO** fees are transferable to any other year.
- 3. Cancellations or refunds requested prior to May 31 will be refunded at 100% less any applicable deposit. Cancellations or refunds requested after May 31 will be refunded at 50% less the deposit *until the Friday prior to your first day of camp*. No refunds will be granted thereafter except in exceptional, emergency situations. Please note that family vacations, sports camps and other like activities are not exceptional circumstances.
- 4. "No shows" (units or individuals) are not eligible for a refund. After spending a day in camp, a camper is not eligible for a refund except for illness/injury, or death in the family. A camper asked to leave camp by the Camp Administration due to discipline is not eligible for a refund.
- 5. One week prior to camp, food fees and activity fees are NON refundable.
- 6. Due to administrative costs, we will not issue refunds for less than \$25.00.

**Sponsoring Institution:** 

7. Requests for refunds must be in writing. Refund requests for units prior to camp will be handled in the service center by the Director of Camping and/or the Camp Desk Personnel until the Friday prior to your first day of camp.

PLEASE NOTE: We do not automatically refund excess money without written approval. You <u>must</u> fill out this form and submit it to the Camps & Activities Desk. You can email this completed form to: <u>Trudie.Kesler@Scouting.org</u>. Refund checks are made out to the sponsoring institution.

To:(Please Print Clearly, fill out completely).

Name (required):		-			
Mailing Address:		Phone:	Phone:		
City:	Sta	te:	Zip:		
Camp Name:		Camp Date:			
Name(s) of youth to cancel:					
SPECIFIC reason for refund red	nuest (non-specific reasons	may delay yo	ur refund request	-).	
<u> </u>	fuest (non specific reasons	inay aciay yo	ar retaria request	-1,-	
Office Use Only: Dat	e Received:				
# Youth to refund@\$	+ # Adults to refund	@ \$	Deposit \$	÷ 50% = Requested total \$	
Refund Request Processed by:		Appro	oved by:		
Refund Request Processed by:		Appr	oved by:		