

Refund Request Form – Boy Scout/Cub Scout Resident Camp

The Shenandoah Area Council Camping Committee’s refund policy reads:

Reservation cancellations after April 15th undermine our ability to provide this quality program. Request for refunds are to be made to the Shenandoah Area Council. **NO refund requests will be accepted after 7 days following the end of the unit's week of camp.** In cases of death of an immediate family member, sickness or injury, or summer school we will refund 50% of fees paid when verified in writing by a physician or such official. Reasons such as vacation schedule, sports, work, other camps, and last minutes changes of mind are not acceptable reasons for refunds. The Shenandoah Area Council strives to provide the very best program. We sign contracts with staff and vendors based upon confirmed numbers. Refund checks will be issued to the entity paying the original fee within 30 days of receipt of the written request pending its approval. Unit Leadership is responsible for conveying the refund policy to the parents.

Refund requests should be submitted by the unit leader.

NO REFUNDS WILL BE CONSIDERED UNLESS THIS FORM IS COMPLETED AND RECEIVED AT THE ARMSTRONG SERVICE CENTER NO LATER THAN 7 DAYS FROM THE LAST DAY IN CAMP.

Scouts Name _____ Unit # _____ Week/Session # _____

Fees Paid \$ _____ Amount of refund requested \$ _____

Reason for Refund Request (provide documentation if applicable) _____

Please provide the following information to receive your refund:

TROOPS (refund will be sent to Scoutmaster of record)	PACKS (refund will be sent to the Cubmaster of record)
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
ZIP: _____ Phone: _____	ZIP: _____ Phone: _____

I understand this request will be reviewed and, if approved, payment will be made to the pack/troop leader as appropriate.

Signature of unit leader _____ Date _____

Do Not Write Below This Line

FOR OFFICE USE ONLY

Reviewed by _____ Date _____

Amount of refund granted \$ _____

If no money granted, why? _____

Date check request submitted: _____ Submitted by: _____