



Request for Refund

W. D. Boyce Council, B.S.A

The following policy statement is applicable to all Council and District events where a fee is collected. This includes such events as Cub Scouts Day Camp, Webelos & Cub Resident Camps, Summer Camp, training courses, camporees, etc.

1. The W.D. Boyce Council Refund Policy is intended to provide maximum flexibility to Scouts and Scouters while protecting the Council's pre-paid program expenses based on registration numbers. **Once a registration has been paid, the W.D. Boyce Council will incur expense related to the program supplies and food costs, not all fees paid are refundable.**
2. A transfer of fees, without penalty, to another Scout or Scouter attending the same program may be requested. Refunds to Scouts Pack/Troop will be made to the unit's custodial account at the Council for use towards future Scouting expenses. **All requests must be received in writing to the Council Service Center prior to the start of the program.**
3. All refund requests will be reviewed by the W.D. Boyce Council Camping Committee. If an emergency occurs, beyond your control, write or call the Peoria Service Center immediately at 309-673-6136. Scouts or adults unable to attend an event due to an accident, illness or death in the immediate family, family relocation, or a summer school related issue **will be considered but not guaranteed.** All fees are fully refundable if a unit or camper cannot be placed in the camp. Examples of circumstances **NOT qualifying are; conflicts between camp and activities like sports, vacations or deciding not to attend.** Refunds for a camper leaving camp after the session has begun will not be considered.
4. **All ISR Summer Camp Refunds for individual Scouts will be issued to Troop per the Leader's Guide Handbook.**
5. In cases where a deposit is held for the program, the deposit will not be refunded.
6. Refund checks will be issues within forty-five (45) days following the close of the activity. **Summer Camp and Adventure Camps refunds will be issued in Mid-September. No refund requests will be considered after 90 days of event closing.**
7. All requests must have the Unit Leader and Committee Chair's approval (signature).
A 15% support service fee is deducted from the refund amount if a written request is received 30 or more days prior to the activity or event. A 50% support service fee is deducted from the refund amount if the written request is received between 7 and 29 days prior to the event. Refunds requests received less than 7 days prior to the even are NOT available for refund. Refund requests received after activities and events, or for "no shows" WILL NOT be honored. Please initial that you have read policy.
Refunds will not be considered without initials.

Participant Name: _____ Pack/Troop # _____ District: _____

Name of individual the check is to be made payable to: _____

Address for mailing refund check: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name of individual requesting refund: _____

Name of camp/event: _____ Date of camp/event: _____

Detailed Reason for refund: (use back or attachment for additional comments) _____

Amount paid for event \$ _____ Amount of refund requested \$ _____

Cubmaster/Scoutmaster/Advisor signature _____ Date _____ Email _____

Committee Chair Signature _____ Date _____ Email _____

Return completed form to W.D. Boyce Council, 614 NE Madison Ave, Peoria, IL 61603

For Office Use Only

Amount of Approved Refund \$ _____ Comments _____

Committee Approval _____ Date _____

Council Approval _____ Date _____