



Date received in office: \_\_\_\_\_

# 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 Scout Day Camps, 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 expenses related to 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 Scout units 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 Scout 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. 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.
4. In cases where a deposit is held for the program, the deposit will not be refunded.
5. Refund checks will be issued within forty-five (45) days following the close of activity.
6. All requests must have the **Unit Leader and Committee Chair's approval (signature)**.
7. **If a written request is received 30 or more days prior to the activity or event, the fee, less the support service fee (15%) is refundable. If a written request is received between 7 days and 29 days prior, 50% of the fee is refundable. Refund requests received less than 7 days prior to the event are not available for refund. Refund requests received after activities and events, or for "no shows", WILL NOT be honored.**

Participant Name: \_\_\_\_\_ Troop/Pack# \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Individual Requesting Refund: \_\_\_\_\_ Email \_\_\_\_\_

Camp/Event Attending and Dates \_\_\_\_\_

Reason for Refund (use back or attachment for additional comments) \_\_\_\_\_

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

Cubmaster/Scoutmaster/Advisor signature: \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Committee Chair signature: \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Return Form to: W. D. Boyce Council  
614 NE Madison Ave  
Peoria, IL 61603

**For Office Use Only**

Amount of Refund \$ \_\_\_\_\_ Comments: \_\_\_\_\_ 2012 Edition

Committee Approval \_\_\_\_\_ Date \_\_\_\_\_

Council Approval \_\_\_\_\_ Date \_\_\_\_\_