

# Potawatomi Area Council

## Program Cancellation & Refund Policy

The purpose of the refund structure is to help support the purchase of materials for events in a timely manner and to protect the event against a sudden loss of participation, when said material has been purchased. It also protects the event when spots are limited and the request is not made with enough time to fill that spot for the event.

The Potawatomi Area Council and Camp Long Lake staff encourage UNITS to **transfer registration** to another Scout who is attending. However, if approved, **refunds are rebated to the UNITS's "unit account" at the Council Service Center (if PAC units).**

All cancellations requests must be submitted as a **written refund request** to the Council Program Director at least 10 working days before the start of the event. The Potawatomi Area Council Camping Committee will review each situation, as is received, and will try to be as fair as possible as camper registrations are traditionally **NON-REFUNDABLE**.

**Events that require a "down payment", only the balance is eligible for refund, NOT the "down payment" portion.**

### EXTENUATING CIRCUMSTANCES

- Sickness, injury or family tragedy **BEFORE** camp, resulting in the Scout not attending
  - **Documentation required**
    - Notification of Council at least 10 days before camp week 100% refund
    - Notification at check-in during camp week 0% refund
- Sickness, injury or family tragedy **DURING** camp resulting in the Scout being sent home
  - **Documentation required**
    - Early part of the week (Sunday-Monday) = 40% refund
    - Mid-week (Tuesday-Wednesday) = 20% refund
    - Late week (Thursday-Friday) = 0% refund
- All other reasons (i.e. baseball tournaments, change in vacation plans, summer school, etc.)
  - Notification of the Council at **least 10 working days BEFORE** scheduled camp week is eligible to receive a 50% refund
  - Notification of the Council **less than 10 working days BEFORE** the scheduled camp week is eligible to receive a 0% refund

Refunds are rebated to the UNIT's "unit account" at the Council Service Center.



**REFUND REQUEST FORM**

- This form may be completed online and be emailed to [ProgramPAC@Scouting.org](mailto:ProgramPAC@Scouting.org) OR Mail to 804 Bluemound Road, Waukesha, WI 53188
- All refunds need to be approved by the Event Committee (meets once a month).
- If your camp fees are paid by Unit check, it will be refunded to the Unit.
- If paid by individual checks from the family, it will be mailed to the family.

Today's Date: \_\_\_\_\_

**PARENT INFORMATION**

_____	_____	_____
<b>Parents Name</b>	<b>Scout Name</b>	<b>Unit Type/Number</b>
_____	_____	_____
<b>Phone</b>	<b>Email</b>	
_____	_____	_____
<b>Mailing Address</b>	<b>City</b>	<b>ST ZIP</b>

**EVENT INFORMATION**

_____	_____	_____	_____
<b>Event Name</b>	<b>Date of Event</b>	<b>Number of Registrations</b>	<b>Amount Requested</b>
<b>Reason for requesting refund:</b>			
_____			
_____			
_____			
_____	_____		
<b>Parent Signature</b>	<b>Unit Leader Signature</b>		

**FOR OFFICE USE ONLY**

_____	_____	_____
<b>Date Received</b>	<b>Refund Amount</b>	<b>Paid By</b>
_____	_____	
<b>Status</b>	<b>Authorized by Event Committee</b>	
_____	_____	_____
<b>Authorized by Staff Advisor</b>	<b>Check Number Issued</b>	<b>Date Mailed</b>