

Boy Scout Resident Camps

The Chester County Council Horseshoe Scout Reservation makes financial commitments for the hiring of staff and purchasing of supplies and other materials many months prior to camp; therefore, participants must make a financial commitment of at least \$50.00 by the deposit deadline March 31.

Based on this fact, refund amounts are dependent on time of submission and reason for refund. Please note that if an entire unit cancels before or after deposits are paid, the \$100 site stake-a-claim/reservation fee as well as any deposits is not refundable. If a unit should cancel after all payments have been made in full, any refund will be made at the discretion of the Director of Camping Services.

The Chester County Council does reserve the right to cancel any reservation if payments are not received in full by each of the payment due dates. Again, the \$100 site stake-a-claim/reservation fee is not refundable under any circumstances.

Below you will find the conditions required to be met in order for a refund to be processed. To ensure consistency in this process, no refund will be issued if any of the conditions are not met (no exceptions). In addition you will find the amount that will be issued is based on the reason for the refund request as well as date of submission.

- All refund requests must be submitted in writing either by mail to the Chester County Council Service Center, Camping Administration or by email to amy.dalesandro@scouting.org. Remember the date of submission will affect the amount of refund issued.
- Refund requests should include the following information:
 - Unit type and unit number (i.e. Troop 555)
 - Name of Scout
 - Date of attendance
 - Reason for request
 - Supportive documentation for a reason entitling a full refund
- Full refund of the amount paid will be issued only for the following reasons:
 - Medical illness or injury of Scout
 - Medical illness, injury or death of immediate family member
 - Mandatory attendance to summer school **during** the time the Scout is scheduled to attend camp

Any of the above reasons will **require** supportive, written documentation to be submitted along with the written refund request. For medically related reasons, a letter from the Scout's physician; for attendance to summer school, a letter from the Scout's teacher or school administration. Note: Unit leadership will be contacted prior to the processing of any refund.

Any Scout or leader/adult released and sent home by the camp director or health officer due to medical reasons will be issued a pro-rated partial refund. No refunds will be issued to campers choosing to leave early for any other reason than medical or illness/death in a Scout's immediate family.

The due date to submit a refund request based on one of the above reasons is August 31.

- Partial refund of the amount paid will be issued for all other reasons based on the date of submission. Requests must still be made in writing with a reason given, but written supportive documentation is not required.

Refund Request Made by:

May 1

May 15

June 1

June 15

Amount to be Refunded:

total amount paid less \$50

total amount paid less \$100

50% of the amount paid

25% of the amount paid

Refund Request Made after:

June 15

Amount to be Refunded:

No refund

No refunds or credits will be issued at camp. If fewer Scouts attend than have paid, money will only be refunded based on a viable reason (medical or mandatory summer school attendance) and after the required letters and documents are submitted to the Council Service Center. **No refunds will be issued for unsupported requests.**

Refunds will be issued to the **troop** within two weeks of receipt of the request or with-in two weeks after the scheduled date of attendance, whichever comes first. The troop will be responsible for refunds to the family. Only if requested and approved by a key unit leader will a refund be made directly to the family.