
Potawatomi Area Council, BSA

Refund Policy/Event Cancellation

Effective Date: November 15, 1995

~ Reviewed by Council Program Committee on May 17, 2006 ~

Event Cancellation (Not Summer Camp at Long Lake)

All events will be cancelled by the event chair in consultation with the assigned professional Scouter, when they both agree the event is cancelled. As a general guideline for them, reasons to cancel include:

- Weather
 - *Weather Warning* – Issued by local law enforcement or National Weather Service (for areas where event is to be held) and the event is not in an appropriately safe place.
 - *Cold* – No outdoor event without shelter for participants will be conducted below 5° wind chill.
 - *Heat* – No outdoor event shall be conducted at over 100°F.
 - *Rain* – An outdoor event with no permanent shelter that experiences two or more inches of rain in a short period of time.
 - *Wind* – Sustained high wind.
 - *Very Dry Conditions* – Threat of fire.
- Lack of Event Sign-up
 - Based on budgeted attendance, if prepaid registration is not at least 50% two weeks prior to the event, the event is at risk of cancellation.

Fees Transferable

- Fees are transferable within a unit. If a youth cannot go, another youth may take their place.
- Fees are not transferable from one unit to another.

Refund Policy (Not Summer Camp at Long Lake)

- Refunds are to be decided by the event committee at the next meeting after receipt.
- Unit Refunds – **Requested in writing** by unit leader or committee chair.
- Based on the following guidelines:
 - Failure to come with no notification: No Refund.
 - Failure to come with two-week advance notification: Refund based on pro-rated dollars not spent.
 - Leaving early when event continues: No Refund.
- Youth Refunds (*if registration is done by individuals*) – **Requested in writing** by parent and/or unit leader.
- Based on the following guidelines:
 - Failure to come with no notification: No Refund.
 - Failure to come with two-week advance notification – Refund based on pro-rated dollars not spent.
 - Leaving early when event continues: No Refund.

Note: *No refunds will be given unless a written request is received and acted on by the appropriate volunteer committee.*

Roster

Every district/council event staff must collect a roster of participants. It is needed documentation of membership for registration, insurance, refunds, etc.

Appeals of District Level Decision(s)

Appeals in writing may be directed to the appropriate council level committee but must include appropriate documentation, including the written response of the district level committee.

MJ/bd

(Camp.refundpolicy.doc)