



Youth Program Request

BOY SCOUT GROUPS: Council Base Camp District Pack Troop Crew Post

Unit # (4-digit code): _____ District: _____ Council (if not NSC): _____

GROUP/EVENT NAME: _____

CONTACT INFORMATION: *One listed contact must attend the event. BSA Policy requires at least two adult leaders on all trips. The adult leader in charge must be at least 21 years old. Coed Venturing crews must have both male and female leadership.*

Lead Contact (attending with group): _____ Age 21+

Phone: _____ Email: _____

Address: _____ City/State/Zip: _____

Alternate Contact Name: _____ Age 21+

Phone: _____ Email: _____

Check here to indicate if you are also submitting a [Scholarship Request Form](#) with this program

PROGRAM INFORMATION: Requested Date: _____ 2nd Choice Dates: _____

Day Program: Start Time (on the hour or ½): _____ Program ID: _____

Lock-in: (Standard schedule of events: 8pm check-in, 8:30-11:30pm activities, 10pm pizza, 8am checkout)

Birthday Party/Special Event Package: Event Start Time: _____ Event End Time: _____

Program ID: _____ Activity Start Time: _____ Activity End Time: _____

PARTICIPANT INFORMATION: *Activity rates and IDs are found in the [Youth Program Catalog](#).*

and Grades of Youth: _____ # Adult Participants: _____ # Non-Participating Adults: _____

Total # Participants: _____ x Program Rate: \$ _____ = **Total Program Cost: \$** _____

ROOM RENTAL (OPTIONAL): Start Time (on the hour or ½): _____ End Time: _____

Please Select (Rate listed are hourly):

Type of Group	<input type="checkbox"/> Classroom	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Shuttle Room	<input type="checkbox"/> Library
Scout	\$24	\$17	\$17	\$17
Youth, Other	\$30	\$20	\$20	\$20

For more information on the amenities and layout of each room, please visit the [Facility Rental page](#) of our website.

RESERVATION SUMMARY: Program \$ _____ + Room Rental \$ _____ = **Total Cost: \$** _____

- HOW TO COMPLETE YOUR RESERVATION:**
- Get two signatures on the back side** of this form to confirm you acknowledge Base Camp’s Deposit, Payment & Cancellation Policies.
 - Send this form and a deposit of 50% of the total reservation cost** either by mail to Attn: Base Camp Reservations, Northern Star Scouting, 6202 Bloomington Road, Fort Snelling, MN 55111, by fax to 612-261-2499 or by email to basecamp@northernstar.org with “Base Camp Youth Program Request” in the subject line. Deposits can also be paid over the phone by credit card.
 - Your reservation will not be confirmed until you receive an email confirmation**, which includes a Base Camp Waiver (needed for each participant), a roster, and a deposit invoice (if applicable). We will contact you if we can’t accommodate your group’s dates or programs. If you do not receive a confirmation email within one week, please contact us.

Deposit, Payment & Cancellation Policy

RESERVATIONS:

Reservations for youth programs may be made up to 6 months in advance of the requested program date. Reservations must also be made at least 14 days prior to a requested program date.

DEPOSITS:

A deposit of 50% per person is required upon making reservation, based on the estimated number of participants. Checks (made payable to Northern Star Council) or credit card payments made over the phone (VISA, MasterCard, Discover) are accepted. This deposit is forfeited if a lesser number of participants attend the program. It is transferrable to another date if rescheduled at least three weeks in advance. If the estimated number of participants changes at any time, please let Base Camp know by calling 612-261-2301. If the estimated number of participants is lowered at least one week ahead of the scheduled program, the deposit will be adjusted. Adults not participating in the activities are not charged the program fee.

REMAINING PAYMENTS:

The remaining balance is due upon arrival at Base Camp by credit card, cash or check.

CANCELLATIONS:

Scheduled programs cancelled at least 3 weeks in advance can transfer their deposit to a new date within 1 calendar year. Scheduled programs cancelled less than 3 weeks in in advance will forfeit any deposits paid.

BASE CAMP SEVERE WEATHER POLICY:

Decisions for official Base Camp closing will be made by the Base Camp Director or Program Director. When Base Camp is officially closed, fees will either be transferred to another date within the calendar year or refunded. **Information regarding current weather conditions and closure status for Base Camp programs is available by calling our weather hotline, 612-261-2448 (Updated December-March).**

If Base Camp does not officially close, the Director or Program Director may approve transferring fees paid by a group to another date if the group leader determines conditions to be unsafe for their activity AND if they notify Base Camp (before the start of the event) that they will not be able to attend Base Camp. This can be accomplished by calling the Base Camp onsite phone 612-261-2301 (leave a message if no answer) or emailing basecamp@northernstar.org. Unsafe conditions may include heavy snowfall, slippery road conditions and extremely cold weather. Requests for fee transfers must be submitted in writing.

PROHIBITED ITEMS: Balloons, scooters/skateboards, Nerf guns, peanut products, open flames, alcohol or tobacco products.

LEADER AUTHORIZATION: By signing below, you confirm that **the Camp Leader will pay all remaining fees (per-person fees, additional charges, and any damages) at check-out by unit check, personal check, or credit card.**

Signed: _____ Print Name: _____ Date: _____

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SCOUT REQUIREMENTS

- At least one accompanying adult must be certified in “**Youth Protection Training**” for all scouting activities. Available online at www.myscouting.org (takes 20 minutes). Scouting groups will follow guidelines from The Guide to Safe Scouting (No. 34416D) including transportation guidelines.

Name of Adult: _____ Expiration Date: _____

FEES: *For Office Use Only*

Date Received: _____ by: _____, NSC Camping Service

Fees Paid (Pre): \$ _____ Date: _____ Invoice #: _____ Balance: _____

CONFIRMATION:

Email **Phone** **Meeting** Date: _____ by: _____ Notes: _____

Email **Phone** **Meeting** Date: _____ by: _____ Notes: _____