

REFUND REQUEST FORM

All refund requests must be received in writing NO LATER THAN FIVE DAYS after the event is complete. Requests received after this time will not be processed.

Name of event for which you're requesting refund: _____

Event start date: _____ Date of request: _____

Participant's name (first and last): _____

Person submitting this request: _____

Requester phone: _____ Requester email: _____

Pack Troop Crew Unit Number: _____ Was a campership received? Yes No

This registration and refund policy has been crafted to achieve a balance between meeting participant expectations of a quality experience while meeting the fiduciary responsibilities of the Hawkeye Area Council, Boy Scouts of America.

Our event, activity, and camp budgets are planned to have minimal margins in order to keep the costs within the reach of every Scouting family. However, almost all events have upfront costs and overhead expenses (site reservation fees, patches, food, program supplies, etc.) that must be secured in advance of the event to meet participant expectations.

Deposits and supply fees are non-refundable. A request for event fee refunds will be processed as follows:

- More than 30 days before the event = Full refund minus \$25 or 25% servicing fee, whichever is less
- Less than 30 days up to 7 days before the event = 50% refund
- Less than 7 days before the event to five days after the event = Refund allowed based on below conditions only
- Six or more days after the event = No refund

All requests for refunds for District and Council events received less than 7 days before the event to five days after the event will be reviewed based the following conditions only:

- Serious illness or injury preventing attendance
- Death in family preventing attendance
- Special unexpected and extraordinary circumstances

Reason for cancellation: _____

Requests for refund will be reviewed as they're received. If a refund request is approved, the refund will be issued to the unit only. It is the responsibility of the unit to then reimburse the youth/family.

Refunds for fess of \$10 or less will not be issued.

For Office Use Only

Refund Request Accepted – Amount of Refund: _____ Refund Request Rejected

Signature for Camping Committee: _____ Date: _____

Signature for Activities Committee: _____ Date: _____

Refund Processed Processed by: _____ Date: _____