



How to Book a Camp for a Unit

1. Book the site and activities you want 6-12 months out
 - Please only book one site unless you are beyond the site capacity
 - Site reservations may be moved within a camp based on size
 - Units reserving more than one site may be combined into a single large site.
2. Register your leaders for training if needed to open an activity area.
 - Training will be offered twice a year
 - To open an area, your unit must meet current BSA guide to safe scouting guidelines.
3. You can cancel up to 4 weeks out.
 - Cancellations closer than 4 weeks out may result in a 50% cancellation fee (\$200 maximum).
 - In the event of a cancellation your unit will get a credit for future facilities use.
4. You can change your headcount up to 2 weeks out.
 - Charge your families and collect all money at this point.
 - **Tell your families that this is non-refundable.**
5. No show/no calls may result in a 60% cancellation fee.
6. Check in with the camp master with your final headcount when you arrive.
7. Before leaving - checkout with the camp master.
 - There is a fee for any damage.
 - If cleanup is needed for the site, there is a fee.
8. If needed, reconcile the difference.
 - Any cleaning or damage fees will be sent via email to the unit contacts.
 - A Scout is honest – if more people showed up, please contact the office and reconcile the additional campers. You will be billed via email for the difference.
 - If people did not show because of health reasons then we can reconcile the difference as a credit for future facilities use.
 - All reconciliations must be done within 2 weeks.

