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.
   - Cancelations 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.