



# BSA Scheduled Program Request Form

Fall 2023 – SPRING 2024

DATE:

**GENERAL INFORMATION:**

Pack/Den/Troop Number:						
Troop Level (Circle One):	LION	TIGER	WOLF	BEAR	WEBELO/AOL	SCOUTS BSA
Contact Name:						
Address (include zip code):						
Phone Number:						
Email Address:						
How Did You Hear About Us?:	Museum Website	Council Website/ Newsletter/Magazine	Social Media	Other (Please List)		

**WORKSHOP/OVERNIGHT ATTENDING:**

If you wish to register for more than one workshop/overnight, please use one form for each.

✓	Date of Workshop:	Time:	Name of Workshop:	Cost per Scout:	Cost per Adult:
<b>2023 Workshops:</b>					
	Oct 1	9 am-12 pm	Lion: Gadgets & Gizmos	\$20	\$6
	Nov 6	5-8 pm	Wolf: Finding Your Way	\$20	\$6
	Dec 5	5-8 pm	Wolf: Digging the Past	\$20	\$6
<b>2024 Workshops &amp; Overnights:</b>					
	Jan 13	9 am-12 pm	Tiger: Stories In Shapes	\$20	\$6
	Feb 2-3	6 pm–8 am	Wolf/Bear/WEBELO: Uncovering the Past Nova Award Overnight	\$45	\$12
	Feb 15	5-8 pm	Bear: Super Science	\$20	\$6
	March 9	9 am-12 pm	Tiger: My Tiger Jungle	\$20	\$6
	Apr 11	5-8 pm	WEBELO: Into the Wild	\$20	\$6
	May 7	5-8 pm	WEBELO: Into the Woods	\$20	\$6

Cost includes: admission to The Museum during public hours (11am-5pm) the day of the event, materials & instruction. Overnights also include a light continental breakfast and “I Slept at The Museum” event patch. Loops/Pins/Badges are NOT included.\*Merit Badge/Nova Workshops may require prerequisites. A Merit Badge Counselor or Nova Mentor will be in attendance at program.

**REGISTRATION DETAILS:**

Please list level as Daisy, Brownie, Junior, Cadette, Senior, Ambassador, or Adult/Leader

Level:	# Attending 1 <sup>st</sup> event:	Cost per for 1 <sup>st</sup> event:	Total Cost for 1 <sup>st</sup> event:	# Attending 2 <sup>nd</sup> event:	Cost per for 2 <sup>nd</sup> event:	Total Cost for 2 <sup>nd</sup> event:
Adult/Leader						
Lion						
Tiger						
Wolf						
Bear						
WEBELO/AOL						
Scouts BSA						
	<b>Total for 1<sup>st</sup> Event:</b>			<b>Total for 2<sup>nd</sup> Event:</b>		

<b>Total Due:</b>	
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**PAYMENT INFORMATION:**

Payment Type:	Credit Card		Enclosed Check	
Credit Card Type:	VISA	MASTER CARD	DISCOVER	AMEX
Credit Card #:				
Exp. Date:		CCV Code:		
Card-Holder Name:				
Card-Holder <u>FULL</u> Address:				
(Electronic) Signature:				

**On behalf of myself and my group, I have read and understand the program policies as listed below.**

**Print Name: \_\_\_\_\_ (Electronic) Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

For more information, please contact  
 Rebeka Birch at [rebeka.birch@readingpublicmuseum.org](mailto:rebeka.birch@readingpublicmuseum.org) or by phone at 610-371-5850 ext. 258  
 500 Museum Rd. Reading PA 19611

## PROGRAM POLICIES:

### PAYMENT

- A non-refundable deposit will be due within 1 week of receiving your confirmation in order to hold available date(s) and will be deducted from final payment – if the deposit is not received within that time, your reservation will be cancelled, and you will need to rebook.
- Deposits MUST be paid with a credit card, unless you contact us to make other arrangements.
- We STRONGLY suggest using a credit card for all payments as it gives your troop the MOST flexibility and will assist you in not over-paying.
- All payments are non-refundable and final payments will be due 1 week prior to the scheduled program.
- Upon receiving this reservation form, The Museum will process your program request – **your program is not confirmed until you receive your confirmation AND deposit payment is received by The Museum.**
- Overnights also require at least ½ of the remaining balance, minus deposit, be paid 3 weeks prior to the scheduled program – a payment schedule will be provided for you with your confirmation.
- **Memberships - Library Passes - Discounts – Special Passes – Coupons – are NOT VALID for Scout programs.**

### ARRIVAL & PARKING

- Please make every effort to be on time. Allow extra time for traffic and bathroom visits upon arrival.
- If you find you will be arriving more than 15 minutes late please email [Rebeka.birch@readingpublicmuseum.org](mailto:Rebeka.birch@readingpublicmuseum.org) & [mary.johnson@readingpublicmuseum.org](mailto:mary.johnson@readingpublicmuseum.org) - *All programs are closely coordinated with other group visits and Museum events and being late may result in a modified schedule or cancellation of your scheduled program with no refund.*
- Your ENTIRE troop must be present before the troop will be admitted into The Museum or Planetarium.
- **Troops will not be admitted to The Museum or Planetarium buildings more than 10 minutes prior to their start time.**
- Cars & Vans – Cars and vans may park in the general parking lot located between The Museum and The Planetarium.

### DURING YOUR VISIT

- **The Museum reserves the right to alter your itinerary the day of your visit in order to make your museum/planetarium experience the best possible experience for your group. If any alterations are made, you will be notified as soon as possible.**
- Cell phone use by scouts is prohibited during scouting programs unless otherwise noted.
- Programs may NOT be video or audio recorded
- No food, drinks, backpacks, or coats are permitted in the galleries during scouting programs; however, we do encourage scouts/adults to bring a refillable water bottle with them for use in workshop spaces. - *The Museum does allow the group leader to carry a backpack during scouting programs or anyone who needs one for medical reasons.*
- If your group wishes to visit the gift shop during their program time, please inform your RPM contact no later than one week prior to your visit.
- **LUNCH/SNACKS** – The Museum does NOT provide lunch or snacks for scouting programs UNLESS specified.
- **CHAPERONES** – The Museum requires that there is at least 1 adult chaperone for every 10 children. You may NOT leave your scout(s) alone in the workshop. Scout leaders are responsible for the behavior of their scouts.
- Badges are not provided for workshops, unless specified or requested and prepaid.
- Workshops are only for scouts working on the badge and their adults. Siblings will be permitted on a case-to-case basis and will require additional fees to attend and/or participate in activities.
- **ACCESSIBILITY & EQUITY** – The Museum prides itself on offering the broadest possible access to program and workshops. Museum staff is happy to provide special accommodations within activities and workshops and adaptive program options can be implemented or designed. If possible, please let us know in advance if you believe special accommodations or adaptive programming options might be needed for your scout or group. The Museum and Planetarium are ADA compliant.

- **PHOTO RELEASE** - This workshop may be photographed by our marketing department for archival and promotional purposes. If there are any scouts that may not be photographed, please provide The Museum with a list in advance.
- **NON-GSEP, NON-GSHPA, NON-BSA HMC ONLY - CERTIFICATE OF LIABILITY** – If your troop is not a member of GSEP, GSHPA, or BSA HMC, then your troop **MUST** provide the museum with a certificate of liability insurance (this is free of charge from your homeowners insurance company or scout council - contact them to make arrangements – please issue it to Reading Public Museum).

### **CANCELLATIONS**

- There are **NO REFUNDS** for cancellations. Should you find the need to cancel, you will forfeit your deposit and any other payments already made. (Certain exceptions will be made at the discretion of Reading Public Museum.)
- If you chose to reschedule, your group may be charged a new deposit fee.
- No-shows are considered cancellations and all monies will be forfeited.

### **SAFETY**

- The top priority of The Reading Public Museum is to provide a healthy and safe environment for all visitors, especially children.
- For the safety of all our guests, children must be supervised by an adult at all times.
- Guests are expected to follow all verbal and written directions from Museum staff and security.
- We employ a full-time security force to monitor and patrol the buildings and grounds of the museum 24/7.
- Please note that all Museum educators and education staff are mandated reporters under Pennsylvania state law. Mandated reporters are legally obligated to call ChildLine at 1-800-932-0313 if they suspect child abuse or neglect.
- Education staff members have undergone background checks, and training which may include but not be limited to Mandated Reporting Training, Youth Protection Training, American Red Cross First Aid & CPR training, Autism Certification, Federal Criminal History Record Information Background Check (CHRI), PA State Police Criminal History