



Refund and Activity Transfer Policy

Summer Camp

No refunds will be issued for Camp Emerson or Family Camp. Payment is based on the number of campers, not named individuals. If a youth or adult who is fully paid cannot attend camp, it is recommended to find a replacement for the person. Payments for canceled spots are not credited to the unit balance if unit numbers are reduced.

Activities, Trainings, Use of Camp, and Day Camp

Because most of the fees that are paid for camps and activities are spent or committed prior to the actual camp or event, refunds or activity fee transfers for Council or District camps, trainings, or activities will be made only under the following conditions. Requests for refunds or activity transfer must be in writing and submitted by the person who paid for the original reservation and meet one of the following criteria:

A: For use of Council camp, Day Camps, or overnight camping activities, a written request must be received by Accounting at the Council office at least thirty (30) calendar days before the activity.

B: For all non-overnight activities (excluding Day Camps), a written request must be received by Accounting at the Council office at least fourteen (14) calendar days before the event.

All refund and activity transfer requests received by the deadline will be processed by Accounting within thirty (30) calendar days of the activity ending.

All requests must be approved by the staff advisor in charge of the activity. Request forms can be found on the Council website under the printable forms and links section of the Resources tab. Please send the completed request form to Accounting at 045ciec.accounting@scouting.org.

Refunds will be paid by Council check and mailed to the person who paid the original reservation or refunded via online reservation system.

Activity fee transfer requests may be carried over to the same or next calendar year (for the same event) and can only be transferred once. If the activity transfer request crosses to the next calendar year, then Accounting must be informed so that the fees can be properly deferred.

The only exception to this policy is in case of medical emergency. A 50% refund may be allowed, if the request is accompanied by a doctor's note.