

## Buck Run Unit Registration Procedures

### Rollover/Session Reservation (Due prior to paying any deposits or final fees)

#### Forms Required:

- Reservation Form

#### Procedure:

- In order to reserve their space in a session at Buck Run, each pack must submit a Reservation form identifying which week they would like to reserve.
- Units who attended the previous year will have the opportunity to reserve their space while at camp. This enables the unit to rollover their reservation fee of \$25.00 from the previous year.
- Any unit that is submitting the form outside of the camp season will be considered a new unit and must resubmit the \$25.00 reservation fee.
- If a unit would like to change weeks for the following year, the form must be submitted noting the change. However, the form will not be processed until that week has ended and the packs staying that week have been given the opportunity to submit their forms. If for some reason your form cannot be processed, the pack leader will be contacted.

### Deposits (Due March 12, 2021)

#### Forms Required:

- Cub Camping Sign Up Form
- Session Rosters

#### Procedure:

- A \$50.00 deposit is required for each participant by the above listed date. This deposit is **non-refundable** however it can be transferred to another.
- This is required for both youth and adult attendees.
- The Cub Camping Sign Up Form and the Session Rosters must be submitted with the deposits. A finalized roster will be submitted at a later date.

### Final Fees (Due May 14, 2021)

#### Forms Required:

- Finalized Session Rosters
- Discount Worksheet

#### Procedure:

- Camp fee balances are due to the council office no later than above listed date. Any fees submitted after the due date will be subject to additional fees.
- Revised and finalized rosters will be required when submitting final payments.
- Any discounted fees must be documented on the Discount Worksheet for the proper rates to be applied.
- If there are any changes to the unit balances and they are not settled prior to the unit's arrival at camp, the camping coordinator should be prepared to settle the balance or provide the information for the refund at the time of check in.

## Other Form Considerations

- Pre-Camp Swim Check Form (Due to the Camp Director **at least 1 week** prior to arrival)
- Request for Dietary Accommodations Form (Due to the Camp Director **at least 1 week** prior to arrival)

## Check-In at Camp

### *Forms Required:*

- A typed roster organized by the length of time participants are staying. *Please note that this is should be separate from your session rosters submitted for registration.*
- Medical Forms for the appropriate sessions (This applies to youth and adults)
  - Weekend Camp- Parts A & B
  - 4 & 5 Day Camp- Parts A, B, & C (Requires a Signature by a Licensed Physician)
- Act 34 Clearances for adults not registered in the BSA
- Medication Forms for any medicine being submitted to the office for distribution

### *Procedure:*

- Check-in is 5:00 PM – 7:15 PM. Plan to arrive as a pack at the Camp Conestoga parking lot at your designated check-in time which will be assigned following the submission of final camp fees.
- Units need to arrive as a group during their scheduled time frame.
- Camping Coordinator should have all forms collected and organized prior to their check-in time.
- During the check-in process, the Camping Coordinator should be prepared to settle any outstanding balances for the unit.
- Units who have not taken their swim tests prior to their arrival should come prepared to take them.
- The Camping Coordinator will review all the submitted paperwork with the camp administration and receive any materials/information that is needed for their stay at camp. While this is being reviewed the unit will meet at the pool to receive their swim tests.