

Black Hills Area Council, BSA
Activity Refund Policy
Adopted August 12, 2005

Food and program supplies are purchased in advance based upon projected youth/adult attendance. Last minute cancellations create an overstock of supplies and food that often times cannot be returned. To ensure all requests receive uniform treatment, the following refund policy has been established:

- No Shows at an activity; sent home because of misbehavior; Scouts leaving an activity for non-emergency reasons forfeit all fees and no refunds will be authorized. This applies to individuals and/or Units.
- All cancellations must be in writing and received by the Council office at least 5 (five) calendar days prior to an activity start date. Please fax or deliver, addressed to "Refund Committee", as soon as you are aware of a cancellation.
- The Unit leader or person in charge of the Unit activity must handle all refund requests.
- No requests for refunds will be honored after 15 (fifteen) calendar days of the activity completion date.
- Refund checks will be made out to the Unit rather than an individual.
- Exceptions to the above policy will be dealt with on a case-by-case basis.

NOTE: Activity personnel cannot authorize refunds. All refunds require approval of the Refund Committee which includes the Scout Executive.

PLEASE FAX/DELIVER YOUR REQUEST ASAP TO:

BLACK HILLS AREA COUNCIL
ATTENTION: ACTIVITY REFUND COMMITTEE
144 NORTH STREET
RAPID CITY, SD 57701-1247
PHONE (605) 342-2824 FAX (605) 342-2826