

## CAMP EVENT REFUND APPLICATION

The Tidewater Council only allows refunds for events for individuals that request it on this form two weeks prior to the event. After that, the funds can only be transferred to another member in the same chartered organization for use at that specific event and must be communicated in writing to the event chairperson directly. This refund policy applies to all events unless there is an exception in the Event Leader/Participation Guide for that event.

Events that are canceled by the council shall have all funds reimbursed without any surcharge and participants will not need to complete this form.

--- Approved refunds are subject to a 15 % surcharge ---

Event Name and Date: \_\_\_\_\_

Unit Type and Number: \_\_\_\_\_

(Check Here) If you would like the refund in the unit account.

Name of Requestor: \_\_\_\_\_

Make Check Out To (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone No: (area code please) \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Amount of Refund Requested: \$ \_\_\_\_\_  
(attach copy of receipts if not paid online)

(Check Here) To acknowledge you've read the refund policy and understand 15% will be deducted.

Reason for Request: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

(The refund will be mailed to the address above-or posted to the unit account within 14 days of Approval.)

For Office use:	Account-Number:
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**Event Committee Action:**

Request:    \_\_\_ Accepted    \_\_\_ Denied    Refund Amount \$ \_\_\_\_\_

Event Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed form to:  
 Tidewater Council, BSA  
 1032 Heatherwood Drive  
 Virginia Beach, VA 23455  
 OR  
 Email: [camping@pipsicoBSA.com](mailto:camping@pipsicoBSA.com)