

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