



BSA Private Program Request Form

FALL 2020 – SPRING 2021

DATE:

GENERAL INFORMATION:

Pack/Den/Troop Number						
Scout Level (Circle One)	LION	TIGER	WOLF	BEAR	WEBELOS/ARROW OF LIGHT	SCOUTS BSA
Contact Name						
Address (include zip code)						
Phone Number						
Email Address						
How Did You Hear About Us?	RPM Website	Council Website, Newsletter, Magazine		Social Media	Other (Please List)	

Requested Date of Visit or Pick-up of Kits/Materials: *All workshops & kits must be booked AT LEAST 2 weeks PRIOR to dates listed	1 st Choice		
	2 nd Choice		
	3 rd Choice		
Requested Program Start Time – see below			
Requested Program End Time – see below			
Type of program requested (circle one) See below for descriptions and pricing	In-Person ½ Day Workshop	In-Person Full Day Workshop	Overnight Workshop
	Virtual Workshop	To-Go Kit	

Minimum Number of Scouts Expected*	
Maximum Number of Scouts Expected*	
Minimum Number of Adults Expected	
Maximum Number of Adults Expected	

PROGRAM INFORMATION:

PROGRAM DESCRIPTIONS:

Scout **in-person ½ day workshops** are offered 7 days a week between the hours of 9:00 a.m. and 9:00 p.m.

- ½ day workshops typically run 3 hours in length and include day-of Museum admission
- *Select 1 badge/adventure or outing*

Scout **in-person full day workshops** are offered 7 days a week between the hours of 9:00 a.m. and 9:00 p.m.

- Full day workshops typically run 6 hours in length, include an hour break, and include day-of Museum admission
- *Select 2 badges/adventures or outings*

Scout **to-go kits** are available for select badges and adventures – please contact Rebeka at rebeka.birch@readingpublicmuseum.org for program offerings

- Each kit includes instructions and materials for one scout to complete a badge/adventure in full
- Each kit includes a return pass for a scout to visit The Museum
- Shipping is available upon request for an additional fee

Scout **virtual workshops** are offered 7 days a week between the hours of 9:00 am and 9:00 pm

- Virtual workshops are scheduled live 3 hour meeting with a Museum Educator
- All materials are provided in a physical kit (shipping available upon request for an additional fee)
- Includes return passes for scouts to The Museum
- *Select 1 badge/adventure*

Scout **overnight workshops** are offered Friday and Saturday evenings beginning at 6:00 p.m. and ending at 8:30 a.m.

- Available for all levels of scouts – Lions and Tigers MUST be accompanied by at least 1 adult per scout
- Siblings MAY be permitted for an additional fee on a case-to-case basis
- Includes a light continental breakfast and evening snack, other options may be available for an extra fee
- *Select 1 badge/adventure or outing*

PROGRAM PRICING:			
In-Person ½ Day Workshop	\$20/Scout	Min. 4 scouts or \$75	\$6/Adult*
In-Person Full Day Workshop	\$35/Scout	Min. 5 scouts or \$150	\$6/Adult*
To-Go Kit	\$25/Kit	No Min.	N/A
Virtual Workshop	\$150 for up to 5 scouts; \$25/additional scout	No Min.	N/A
Overnight Workshop	\$45/scout	Min. 30 scouts or \$1350	\$15/Adult*

*All programs include 1 scout leader FREE/10 scouts

Price Includes: Instruction, materials and supplies, and museum admission for the day of the program or a return admission pass (virtual workshops and to-go kits). Breakfast and snack are also included for overnight programs.

✓ PROGRAM ADD-ONS:			
Planetarium Show	\$5/Scout	\$6/Adult	Contact for show selections
Guided Museum Tour	\$10 for every 20 Scouts	No Additional Fee	Contact for gallery choices
Meal or Snack Location	No Fee	No Fee	
Physical Badge/Loop/Pin Provided (not available for Merit Badges)	\$5/Scout	N/A	MUST be requested at least 2 weeks PRIOR to workshop
Subway Boxed Lunch	\$5/Lunch	\$5/Lunch	Contact for ordering information

PROGRAM OFFERINGS FOR OUTINGS:

NEW! If you have a multi-level pack or are looking for something different for your single-level pack; look no further - we are now offering **OUTINGS!** Outings are workshops that are fully hands-on and feature a blend of art and science activities that scouts can take home. If you have a topic in mind and do not see it listed below, please feel free to ask. All topics listed below can be adapted to accommodate ages K-12!

Please circle of highlight the scout level(s) and outings you would like

LION	TIGER	WOLF	BEAR	WEBELO/AOL	SCOUTS BSA
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All About Animals	Digging Dinosaurs	Spring Time
Arboretum Exploration	Food Science	Super Space
Around the World	Forensic Science	Wacky Weather
Bugs!	Outdoor Art	Wonders of Nature
Density Exploration	Simple Machines	Winter Wonderland

PROGRAM OFFERINGS FOR IN-PERSON WORKSHOPS, VIRTUAL WORKSHOPS, AND OVERNIGHTS:

Please circle or highlight badge(s)/journey(s) you would like to earn

LION	TIGER	WOLF	BEAR	WEBELOS/AOL	MERIT BADGE†
Build It Up, Knock It Down	My Tiger Jungle*	Air of the Wolf	Fur, Feathers, and Ferns*	Adventures in Science	Art
Gizmos and Gadgets	Tigers in the Wild*	Code of the Wolf	Beat of the Drum	Art Explosion	Astronomy
Ready, Set Grow	Curiosity, Intrigue, and Magical Mysteries	Collections and Hobbies	Forensics	Earth Rocks!	Collections
	Good Knights	Digging in the Past	Make It Move	Engineer	Environmental Science*
	Sky is the Limit	Finding Your Way	Robotics	Into the Wild	Finger Printing
	Stories in Shapes	Germes Alive!	Super Science	Into the Woods	Forestry
	Tiger Tales	Grow Something	A World of Sound	Moviemaking	Gardening
		Motor Away			Geology
					Indian Lore
					Insect Study
					Mammal Study
					Nature
					Plant Science
<p>*Required for Advancement †Merit Badge Counselors are on staff and are always adding badges, please call or email Rebeka Birch for the current full list and any requirements that MUST be met PRIOR to the workshop. (610.371.5850 x258 or rebeka.birch@readingpublicmuseum.org)</p>					Pottery
					Pulp and Paper
					Space Exploration
					Textile
					Weather

PAYMENT POLICIES:

DEPOSITS:

A non-refundable deposit will be due within 1 week of receiving your confirmation in order to hold available date(s) and will be deducted from final payment – if the deposit is not received within that time, your reservation will be cancelled and you will need to rebook.

In-Person ½ Day Workshops - \$50/Workshop	In-Person Full Day Workshops - \$100/Day
Virtual Workshops - \$100/Workshop	Overnight Workshops - \$500/Workshop

PAYMENTS:

- **Deposits MUST be paid with a credit card, unless you contact us to make other arrangements.**
- We **STRONGLY** suggest using a credit card for all payments as it gives your troop the **MOST flexibility and will assist you in not over-paying.**
- All payments are non-refundable and final payments will be due 1 week prior to the scheduled program.
- Overnights also require at least ½ of the remaining balance, minus deposit, be paid 3 weeks prior to the scheduled program – a payment schedule will be provided for you with your confirmation
- **Memberships - Library Passes - Discounts – Special Passes – Coupons - NOT VALID for Scout programs**

PAYMENT INFORMATION:

Payment Type	Enclosed Check		Credit Card	
Credit Card Type	MC	VISA	DISCOVER	AMEX
Credit Card #				
Credit Card CCV Code				
Credit Card Expiration Date				
Electronic Signature				

If paying with credit card – Select all that apply:
Please see Payments Policy for due dates.

<input type="checkbox"/>	Please Charge the Deposit of
<input type="checkbox"/>	Please Charge ½ the Remaining Balance (overnights only)
<input type="checkbox"/>	Please Charge the Final Payment – Day of Visit

Program Policies

- **COVID-19 POLICIES (subject to updates and change)**
 - All guests will be REQUIRED to wear facemasks for the duration of their visit. Please contact The Museum directly if you have a need for special accommodations.
 - Your group leader must turn in the COVID-19 waiver.
 - The group MUST remain together to ensure social distancing, particularly during public hours.
 - Guests will be encouraged to sit according to social distancing guidelines
 - Hand sanitizing stations are available throughout The Museum and Planetarium.
- **CERTIFICATE OF LIABILITY** - your troop MUST provide the museum with a certificate of liability insurance (this is free of charge from you insurance company or from your council - contact them to make arrangements – please issue it to Reading Public Museum).
- Upon receiving this reservation form, The Museum will process your program request within 1 week – **your program is not confirmed until you receive your confirmation AND deposit payment is received.**
- Payment is required in advance for ALL workshops, to-go kits, or overnights. Final payment and final attendance numbers are due no later ONE WEEK before your workshop.
- There are NO REFUNDS for cancellations, no-shows, or over payments.
- One scout leader or adult must be present for every 10 scouts. You may NOT leave your scout(s) alone in the workshop. Scout leaders are responsible for the behavior of their scouts.
- Badges are not provided for workshops, unless specified or requested and prepaid.
- Workshops are only for scouts working on the badge and their adult. Siblings will be permitted on a case-to-case basis and will require additional fees to attend and/or participate in activities.

**For more information, please contact
Rebeka Birch at rebeka.birch@readingpublicmuseum.org or by phone at 610-371-5850 ext. 258
500 Museum Rd. Reading PA 19611**