



# BSA Private Program Request Form

Winter 2023-Winter 2024

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: *All workshops must be booked AT LEAST 2 weeks PRIOR to dates listed	1 <sup>st</sup> Choice			
	2 <sup>nd</sup> Choice			
	3 <sup>rd</sup> Choice			
Requested Program Start Time:				
Requested Program End Time:				
Type of program requested (circle one) *See below for descriptions and pricing	In-Person ½ Day Workshop	In-Person Full Day Workshop	Overnight 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 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 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 **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 \$80	\$6/Adult*
In-Person Full Day Workshop	\$35/Scout	Min. 4 scouts or \$140	\$6/Adult*
Overnight Workshop	\$45/scout	Min. 30 scouts or \$1350	\$12/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. Breakfast, snack, and exclusive “I Slept at RPM” event patch are also included for overnight programs.

✓ PROGRAM ADD-ONS:			
Planetary Show <i>*when not included in badge requirements</i>	\$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 Meal	\$6/Meal	\$6/Meal	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 or 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 Dinos	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 CUB SCOUTS WORKSHOPS AND OVERNIGHTS:**

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

LION	TIGER	WOLF	BEAR	WEBELOS/AOL
Build It Up, Knock It Down	My Tiger Jungle*	Air of the Wolf	Fur, Feathers, and Ferns*	Art Explosion
Gizmos and Gadgets	Tigers in the Wild*	Code of the Wolf	Forensics	Earth Rocks!
Ready, Set Grow	Curiosity, Intrigue, and Magical Mysteries	Digging in the Past	Super Science	Engineer
	Good Knights	Finding Your Way		Into the Wild
	Sky is the Limit	Germes Alive!		Into the Woods
	Stories in Shapes			

**PROGRAM OFFERINGS FOR SCOUTS BSA WORKSHOPS AND OVERNIGHTS:**

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

½ Day & Overnight MERIT BADGES	Full Day MERIT BADGES	
American Cultures	Archaeology	<p><b>*Required for Advancement</b></p> <p>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 <a href="mailto:rebeka.birch@readingpublicmuseum.org">rebeka.birch@readingpublicmuseum.org</a>)</p>
Astronomy	Art	
Basketry	Bird Study	
Collections	Environmental Science*	
Finger Printing	Forestry	
Gardening	Insect Study	
Geology	Nature	
Indian Lore	Photography	
Landscape Architecture	Plant Science	
Mammal Study	Reptile & Amphibian Study	
Pottery	Sustainability*	<p><b>NEW! Nova &amp; Supernova workshops are also available for Cub Scouts and for Scouts BSA!</b></p> <p>Mentors are on staff, 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 <a href="mailto:rebeka.birch@readingpublicmuseum.org">rebeka.birch@readingpublicmuseum.org</a>)</p>
Pulp and Paper		
Robotics		
Sculpture		
Soil & Water Conservation		
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	Overnight Workshops - \$500/Workshop
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## 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

- **If needed, COVID-19 POLICIES will be sent to your group PRIOR to your visit – RPM follows current recommended CDC and PA State Guidelines**
- **NON-GSEP and NON-GSHPA ONLY - CERTIFICATE OF LIABILITY** – if your troop is not a member of GSEP or GSHPA council, then 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 The Reading Public Museum).
- **Upon receiving this reservation form, The Museum will process your program request – your program is not confirmed until you receive your confirmation AND deposit payment is received.**
- Payment is required in advance for ALL workshops and overnights. Final payment and final attendance numbers are due no later than 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](mailto:rebeka.birch@readingpublicmuseum.org) or by phone at 610-371-5850 ext. 258  
500 Museum Rd. Reading PA 19611**