



Girl Scout Private Program Request Form

Winter 2023-Winter 2024

DATE:

GENERAL INFORMATION:

Troop Number:					
Troop Level (Circle One):	DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR
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 st Choice		
	2 nd Choice		
	3 rd Choice		
Requested Program Start Time:			
Requested Program End Time:			
Type of program requested (circle one): *See below for descriptions and pricing	½ Day Workshop	Full Day Workshop	Overnight Workshop

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, badge set, or Journey to complete*

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, badge sets, or Journeys*

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

- Available for Brownie, Junior, Cadette, and Senior scouts
- Includes a light continental breakfast and evening snack, other options may be available for an extra fee
- *Select either 1 badge, badge set, or Journey to complete*

PROGRAM PRICING:

Program Type	Scout Price	Minimum Scouts	Adult Price
½ Day Workshop	\$20/Scout	Min. 4 scouts or \$80	\$6/Adult*
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.

***All RPM Exclusive Girl STEM programs are an additional \$2/scout and INCLUDES the patch**

✓	PROGRAM ADD-ONS:	Scouts:	Adults:	Notes:
	Planetarium Show *when not included in badge requirements	\$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 Provided	\$5/Scout for single badge \$10/Scout for sets or multi-badge journeys	N/A	MUST be requested at least 2 weeks PRIOR to workshop
	Subway Boxed Meal	\$5/Meal	\$5/Meal	Contact for ordering information

PROGRAM OFFERINGS FOR WORKSHOPS AND OVERNIGHTS:

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

DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR
Coding For Good <i>badge set</i>	Brownie Girl STEM*	Animal Habitats	Advanced Girl STEM*	Advanced Girl STEM*
Eco Learner	Budding Entrepreneur	Detective	Animal Helpers	Collage Artist
Math in Nature 1: Shapes in Nature	Bugs	Drawing	Book Artist	Eco Explorer
Math in Nature 2: Numbers in Nature	Coding for Good <i>badge set</i>	Entertainment Technology	Comic Artist	Game Visionary
Math in Nature 3: Design with Nature	Eco Friend	Flowers	Night Owl	Outdoor Art Expert
Mech. Engineering <i>badge set</i>	Home Scientist	Gardener	Outdoor Art Apprentice	Robotics <i>badge set</i>
Outdoor Art Maker	Inventor	Jeweler	Robotics <i>badge set</i>	Science of Style
Robotics <i>badge set</i>	Making Games	Junior Girl STEM*	Space Science Researcher	Sky
Space Science Explorer	Math in Nature 1: Shapes in Nature	Math in Nature 1: Shapes in Nature	Special Agent	Space Science Expert
STEM Career Exploration	Math in Nature 2: Numbers in Nature	Math in Nature 2: Numbers in Nature	STEM Career Exploration	STEM Career Exploration
Toy Business Designer	Math in Nature 3: Design with Nature	Math in Nature 3: Design with Nature	Trees	Textile Artist
5 Flowers, 4 Stories, 3 Cheers for Animals Journey	Mech. Engineering <i>badge set</i>	Mech. Engineering <i>badge set</i>	Woodworker	Truth Seeker
Between Earth and Sky Journey	Outdoor Art Creator	Outdoor Art Explorer	Breathe Journey	Voice for Animals
Think like a Citizen Scientist Journey	Painting	Playing the Past	Think Like A Citizen Scientist Journey	Think Like A Citizen Scientist Journey
Think like an Engineer Journey	Potter	Robotics <i>badge set</i>	Think like an Engineer Journey	Think like an Engineer Journey
Think Like a Programmer Journey	Robotics <i>badge set</i>	Space Science Investigator	Think Like a Programmer Journey	
Welcome to the Daisy Flower Garden Journey	Senses	STEM Career Exploration		
	Space Science Adventurer	Think Like a Citizen Scientist Journey		
	STEM Career Exploration	Think like an Engineer Journey		
	Think like a Citizen Scientist Journey	Think Like a Programmer Journey		
	Think like an Engineer Journey			
	Think Like a Programmer Journey			
	World of Girls Journey			
	WOW! Wonders of Water Journey			

*RPM Girl STEM programs are an additional \$2/scout and INCLUDE an exclusive patch

**Journey "Take Action" Projects are not part of the workshop and must be completed by the troop on their own – ideas and information can be found on the GSUSA Website

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 or by phone at 610-371-5850 ext. 258
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