



Girl Scout Private Program Request Form

FALL 2020 – SPRING 2021

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 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	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, 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 **to-go kits** are available for select badges and journeys

- Each kit includes instructions and materials for one scout to complete a badge 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 **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:			
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
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.

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

✓	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 Provided	\$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

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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PROGRAM OFFERINGS FOR TO-GO KITS:

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

DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR
Mechanical Engineering: Board Game	Bugs	Animal Habitats	Comic Artist	Collage Artist
Mechanical Engineering: Model Car	Making Games	Drawing	Night Owl	Outdoor Art Expert
Mechanical Engineering: Roller Coaster	Outdoor Art Creator	Jeweler	Outdoor Art Apprentice	Science of Style
Outdoor Art Maker	Senses	Playing the Past	Trees	Sky

*If you are interested in a kit that is not listed, please contact Rebeka Birch at rebeka.birch@readingpublicmuseum.org

PROGRAM OFFERINGS FOR IN-PERSON WORKSHOPS AND OVERNIGHTS:

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

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

PAYMENT POLICIES:

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