



# Girl Scout Private Program Request Form

FALL 2021 – SPRING 2022

DATE:

## GENERAL INFORMATION:

<b>Troop Number:</b>					
<b>Troop Level (Circle One):</b>	DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR
<b>Contact Name:</b>					
<b>Address (include zip code):</b>					
<b>Phone Number:</b>					
<b>Email Address:</b>					
<b>How Did You Hear About Us?:</b>	RPM Website	Council Website/ Newsletter/Magazine	Social Media	Other (Please List)	

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

<b>Minimum Number of Scouts Expected*</b>	
<b>Maximum Number of Scouts Expected*</b>	
<b>Minimum Number of Adults Expected</b>	
<b>Maximum Number of Adults Expected</b>	

## 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:			
<b>In-Person ½ Day Workshop</b>	\$20/Scout	Min. 4 scouts or \$75	\$6/Adult*
<b>In-Person Full Day Workshop</b>	\$35/Scout	Min. 5 scouts or \$150	\$6/Adult*
<b>To-Go Kit</b>	\$25/Kit	No Min.	N/A
<b>Overnight Workshop</b>	\$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:		
	<b>Planetarium Show</b>	\$5/Scout	\$6/Adult Contact for show selections
	<b>Guided Museum Tour</b>	\$10 for every 20 Scouts	No Additional Fee Contact for gallery choices
	<b>Meal or Snack Location</b>	No Fee	No Fee
	<b>Physical Badge Provided</b>	\$5/Scout	N/A MUST be requested at least 2 weeks PRIOR to workshop
	<b>Subway Boxed Lunch</b>	\$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 of highlight badge(s)/journey(s) you would like to earn*

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

\*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 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 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, 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](mailto:rebeka.birch@readingpublicmuseum.org) or by phone at 610-371-5850 ext. 258  
500 Museum Rd. Reading PA 19611