



SITE REFUNDS

Booking Fee

If unit cancels a camp, the booking fee is non-refundable, non-transferrable and non-deductible.

Site Rental Fees

Site rental fees will not be refunded if a camp is cancelled less than thirty days notice, however, in unusual circumstances a refund may be considered.

A Refund Request Form can be obtained from the Campsite Coordinator at Calgary Area Office, or on the web.

Requests will be looked at the Site Facilities and Camp Advisers Committees.

Requests will be considered and may be granted or denied according to individual circumstances upon review by the panel.

Refund requests will NOT be considered if Campsite Coordinator and Camp Advisers are not notified prior to first day of camp.

TO APPLY FOR REFUND FOR SITE RENTAL FEE:

1. The Responsible Guider or designated person must notify their Camp Adviser immediately regarding intention to cancel camp. The Responsible Guider or designate should check if other units within the District or Division might be interested in picking up camp.
2. If no unit can be found to pick up camp, notify the Campsite Coordinator at the Guide Centre and Camp Adviser immediately to cancel camp. If you wish to apply for a refund, pick up a Refund Request Form from the Coordinator at the Guide Centre, or print it from the web. Refund requests will NOT be considered if Campsite Coordinator and Camp Advisers are not notified prior to first day of camp.
3. Submit the Refund Request Form to your Camp Adviser or District Commissioner (if you are a Camp Adviser) for her signature. Return the form with a copy of your Camp Application and Report form and any supporting documentation to the Campsite Coordinator at the Guide Centre within two weeks of your original camp date..
4. Requests received will be submitted to a panel, made up Site Facilities and Camp Advisers Committees for review.
5. Campsite Coordinator will notify the Responsible Guider regarding the decision from the panel and a cheque will be sent to you if the request is granted.