How to Register for Day Camp 2013

Parent / Guardians Instructions

- Registrations for NCAC Day Camps must come through your Pack Day Camp Coordinator.
- We cannot take individual registrations - they must come into the Program office as a Pack registration.
- The parent or guardian of the Scout must fill out the individual Camper registration form, camper release form and personal health and medical record. The parent or guardian must sign all of these forms.
- Make sure you use the proper medical form. We are now using only one standard BSA medical form for all camps.
- Return completed forms to your Pack Coordinator with appropriate registration fee (including extra t-shirts if desired). Please check our website for any updates to camp costs regarding additional site fees, if applicable.

Pack Coordinator Instruction

- Determine which camp or camps your Pack will attend from the list of Day Camps offered.
- Collect all individual registration, medical and release forms from each Camper.
- Fill out both sides of the Pack registration form listing all Cub Scouts, any siblings, and Den Walkers attending camp.
- Submit the Pack registration form along with all individual registration forms together with a check from the pack for the full amount. (Or sign up online)
- **Do Not** send release or medical forms to the Scout service center. They need to be on file at camp and should be turned in to the Camp Director no later than the first morning of camp. Some camps establish turn-in sessions for these forms prior to the start of camp. Check with your Camp Director.
- Fees are transferable from one Camper to another **ONLY** with prior council approval
- All dates for discounted fees are FIRM dates and not subject to change or interpretation. Forms and fees must be **received** at the council service center by the deadline on the registration form (not postmarked by that date). If the deadline date falls on a holiday or when the offices are closed, mail delivery will be collected the next day and the discount will stay in effect. If the office closed and applications are hand carried, there is a drop-box to the right of the front door.
- Refunds will be made on a limited basis, and are subject to a 15% administrative fee. Valid reasons for cancellation are summer school, relocation, sickness, or death in the family. **Requests for refunds must be made in writing to the Marriott Scout Service Center no later than 15 days after the close of your camp and should include documentation (such as doctor's excuse, relocation order, etc.) of the reason**.