



# BSA Private Program Request Form

Winter 2025 – Winter 2026

DATE:

Please contact Rebeka at [rebeka.birch@readingpublicmuseum.org](mailto:rebeka.birch@readingpublicmuseum.org) with questions or if you are ready to book!

**GENERAL INFORMATION:**

Pack/Den/Troop Number:							
Scout Level (Circle One):	LION	TIGER	WOLF	BEAR	WEBELOS	AOL	SCOUTS BSA
Contact Name:							
Address (include zip code):							
Phone Number:							
Email Address:							
How Did You Hear About Us?:	Museum 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 requested	1 <sup>st</sup> Choice		
	2 <sup>nd</sup> Choice		
	3 <sup>rd</sup> Choice		
Requested Program Start Time (circle one):	9:00 am	1:00 pm	6:00 pm
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/ Non-Scouts Expected:		Maximum Number of Adults/ Non-Scouts Expected:	

✓	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	\$20 for every 20 Scouts	No Additional Fee	Contact for gallery choices
	Meal or Snack Location	No Fee	No Fee	Location NOT guaranteed unless this option is selected
	Physical Badge/Loop/Pin Provided (not available for Merit Badges)	\$5/Scout for Loop or Pin	N/A	MUST be requested at least 2 weeks PRIOR to workshop
	Subway Boxed Meal	\$6/Meal	\$6/Meal	Contact for ordering information

## PROGRAM INFORMATION:

### PROGRAM DESCRIPTIONS:

Scout **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/adventure or outing*

Scout **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/adventures or outings*

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

- Available for all levels of scouts – Lions and Tigers **MUST** be accompanied by at least 1 adult per scout
- Siblings **MAY** be permitted for an additional fee on a case-to-case basis
- Includes a light continental breakfast and evening snack, other options may be available for an extra fee
- *Select 1 badge/adventure or outing*

### PROGRAM PRICING:

<b>In-Person ½ Day Workshop</b>	\$25/Scout	Min. 8 scouts or \$200	\$6/Adult*
<b>In-Person Full Day Workshop</b>	\$40/Scout	Min. 8 scouts or \$320	\$6/Adult*
<b>Overnight Workshop</b>	\$50/scout	Min. 30 scouts or \$1500	\$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.

**CERTIFICATE OF LIABILITY** – If your troop is attending an overnight, your troop **MUST** provide the museum with a certificate of liability insurance (this is free of charge from your scout council - contact them to make arrangements – please issue it to Reading Public Museum).

**HOLD HARMLESS AGREEMENT** – Prior to the start of your program individuals not officially registered as members of your scouting organization, **MUST** sign a Hold Harmless Waiver. Also, in lieu of a Certificate of Liability waiver for ½ day or full day workshops, your troop + unregistered individuals may sign the Hold Harmless Waiver.

### 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.

½ Day OR Full Day Workshops - \$50/Workshop	Overnight Workshops - \$500/Workshop
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### PAYMENT INFORMATION:

Payment Type:	Credit Card		Enclosed Check	
Credit Card Type:	VISA	MASTER CARD	DISCOVER	AMEX
Credit Card #:				
Exp. Date:			CCV Code:	
Card-Holder Name:				
Card-Holder <b>FULL</b> Address:				
(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 the Final Payment – Day of Visit

**PROGRAM OFFERINGS FOR OUTINGS:**

If you have a multi-level pack or are looking for something different for your single-level pack; look no further - we are now offering OUTINGS! Outings are workshops that are fully hands-on and feature a blend of art and science activities that scouts can take home. All topics listed below can be adapted to accommodate ages K-5!

*Please circle or highlight the scout level(s) and outings you would like*

LION	TIGER	WOLF	BEAR	WEBELOS	AOL
All About Animals	Bugs!	Food Science	Simple Machines	Wacky Weather	
Arboretum Exp.	Density Exploration	Forensics	Spring Time	Wonders of Nature	
Around the World	Digging Dinos	Outdoor Art	Super Space	Winter Wonderland	

**PROGRAM OFFERINGS FOR CUB SCOUTS WORKSHOPS AND OVERNIGHTS:**

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

LION	TIGER	WOLF	BEAR	WEBELOS	AOL
Mountain Lion*	Tigers in the Wild*	Paws on the Path*	Balancing Bears	Art Explosion	Champions for Nature
Build It Up, Knock It Down	Champions for Nature	Air of the Wolf	Champions for Nature	Champions for Nature	Engineer
Champions for Nature	Curiosity, Intrigue, and Magical Mysteries	Champions for Nature	Critter Care	Earth Rocks!	Estimations
Count on Me	Designed by Tiger	Code of the Wolf	Forensics	Modular Design	Into the Wild
Gizmos and Gadgets	Floats and Boats	Digging in the Past	Marble Madness		Into the Woods
Ready, Set Grow	Good Knights	Finding Your Way	Super Science		
	Sky is the Limit	Germs Alive!			
	Stories in Shapes	Spirit of the Water			

**PROGRAM OFFERINGS FOR SCOUTS BSA WORKSHOPS AND OVERNIGHTS:**

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

½ Day & Overnight MERIT BADGES	½ Day & Overnight MERIT BADGES cont.	Full Day MERIT BADGES	<p><b>*Required for Advancement</b></p> <p>Merit Badge Counselors are on staff and are always adding badges, please call or email Rebeka Birch for the current full list and any requirements that MUST be met PRIOR to the workshop. (610.371.5850 x258 or <a href="mailto:rebeka.birch@readingpublicmuseum.org">rebeka.birch@readingpublicmuseum.org</a>)</p>
American Cultures	Robotics	Archaeology	
Astronomy	Sculpture	Art	
Basketry	Soil & Water Conservation	Bird Study	
Collections	Space Exploration	Environmental Science*	
Finger Printing	Textile	Forestry	
Gardening	Weather	Insect Study	
Geology		Nature	
Indian Lore		Photography	
Landscape Architecture		Plant Science	
Mammal Study		Reptile & Amphibian Study	
Pottery		Sustainability*	
Pulp and Paper			

On behalf of myself and my group, I have read and understand the program policies as listed below and understand that my group will need to provide a certificate of liability for overnights and sign a hold harmless waiver for workshops.

Print Name: \_\_\_\_\_ (Electronic) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROGRAM POLICIES:

### PAYMENT/LIABILITY

- Private Programs: 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.
- 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, final payments are due prior to the start of the program.
- 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 by The Museum.**
- Scheduled Programs: All fees are due at the time of registration and are non-refundable.
- **CERTIFICATE OF LIABILITY** – If your troop is attending an overnight, your troop MUST provide the museum with a certificate of liability insurance (this is free of charge from your scout council - contact them to make arrangements – please issue it to Reading Public Museum).
- **HOLD HARMLESS AGREEMENT** – Prior to the start of your program individuals not officially registered as members of your scouting organization, MUST sign a Hold Harmless Waiver. Also, in lieu of a Certificate of Liability waiver for ½ day or full day workshops, your troop + unregistered individuals may sign the Hold Harmless Waiver.
- **PHOTO RELEASE** - This workshop may be photographed by our marketing department for archival and promotional purposes. If there are any scouts that may not be photographed, please provide The Museum with a list in advance.
- **Memberships - Library Passes - Discounts – Special Passes – Coupons – are NOT VALID for Scout programs.**

### ARRIVAL & PARKING

- Please make every effort to be on time. Allow extra time for traffic and bathroom visits upon arrival.
- If you find you will be arriving more than 15 minutes late please email [Rebeka.birch@readingpublicmuseum.org](mailto:Rebeka.birch@readingpublicmuseum.org) & [mary.johnson@readingpublicmuseum.org](mailto:mary.johnson@readingpublicmuseum.org) - All programs are closely coordinated with other group visits and Museum events and being late may result in a modified schedule or cancellation of your scheduled program with no refund.
- Your ENTIRE troop must be present before the troop will be admitted into The Museum or Planetarium.
- **Troops will not be admitted to The Museum or Planetarium buildings more than 10 minutes prior to their start time.**
- Cars & Vans – Cars and vans may park in the general parking lot located between The Museum and The Planetarium.

### DURING YOUR VISIT

- **The Museum reserves the right to alter your itinerary the day of your visit in order to make your museum/planetarium experience the best possible experience for your group. If any alterations are made, you will be notified as soon as possible.**
- Cell phone use by scouts is prohibited during scouting programs unless otherwise noted.
- Programs may NOT be video or audio recorded
- No food, drinks, backpacks, or coats are permitted in the galleries during scouting programs; however, we do encourage scouts/adults to bring a refillable water bottle with them for use in workshop spaces. - *The Museum does allow the group leader to carry a backpack during scouting programs or anyone who needs one for medical reasons.*
- If your group wishes to visit the gift shop during their program time, please inform your RPM contact no later than one week prior to your visit.
- **LUNCH/SNACKS** – The Museum does NOT provide lunch or snacks for scouting programs UNLESS specified.
- **CHAPERONES** – The Museum requires that there is at least 1 adult chaperone for every 10 children. 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 adults. Siblings will be permitted on a case-to-case basis and will require additional fees to attend and/or participate in activities.
- **ACCESSIBILITY & EQUITY** – The Museum prides itself on offering the broadest possible access to program and workshops. Museum staff is happy to provide special accommodations within activities and workshops and adaptive program options can be implemented or designed. If possible, please let us know in advance if you believe special accommodations or adaptive programing options might be needed for your scout or group. The Museum and Planetarium are ADA compliant.

### CANCELLATIONS

- There are NO REFUNDS for cancellations. Should you find the need to cancel, you will forfeit your deposit and any other payments already made. (Certain exceptions will be made at the discretion of Reading Public Museum.)
- If you chose to reschedule, your group may be charged a new deposit fee.
- No-shows are considered cancellations and all monies will be forfeited.

### SAFETY

- The top priority of The Reading Public Museum is to provide a healthy and safe environment for all visitors, especially children.
- For the safety of all our guests, children must be supervised by an adult at all times.
- Guests are expected to follow all verbal and written directions from Museum staff and security.
- We employ a full-time security force to monitor and patrol the buildings and grounds of the museum 24/7.
- Please note that all Museum educators and education staff are mandated reporters under Pennsylvania state law. Mandated reporters are legally obligated to call ChildLine at 1-800-932-0313 if they suspect child abuse or neglect.
- Education staff members have undergone background checks, and training which may include but not be limited to Mandated Reporting Training, Youth Protection Training, American Red Cross First Aid & CPR training, Autism Certification, Federal Criminal History Record Information Background Check (CHRI), PA State Police Criminal History Background Check, & PA Department of Human Services Child Abuse Report Clearance.