



# GSUSA Scheduled Program Request Form

Spring 2025 – Fall 2025

DATE:

For more information, please contact Rebeka Birch at [rebeka.birch@readingpublicmuseum.org](mailto:rebeka.birch@readingpublicmuseum.org)

## GENERAL INFORMATION:

Troop Number(s):					Council:		
Troop Leader Name:							
Troop Level(s) – please circle:	DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR	AMBASSADOR	
Contact Name:							
Full Address (including zip code):							
Phone Number:							
Email Address:							
How Did You Hear About Us?:	Museum Website	Council Website/ Newsletter/Magazine		Social Media	Other (Please List)		

## WORKSHOP(S)/OVERNIGHT(S) ATTENDING:

✓	Date:	Time:	Name of Workshop:	Levels:	Cost per Scout:	Cost per Adult:	Badge(s) Included?
Spring 2025 Workshops/Overnights:							
	February 16	9am-12pm	Air Exploration Workshop (Breathe Journey Award)	Cadette	\$35	\$6	Yes
	February 22	2pm-5pm	Space Quest Workshop (Space Science Explorer, Space Science Adventurer, OR Space Science Investigator)	Daisy Brownie Junior	\$25*	\$6*	Yes
	February 22-23	6pm-8:30am	Animal Innovators Overnight (App. Think Like an Engineer Journey Award)	Junior Cadette Senior Ambassador	\$50*	\$12*	Yes
	March 22	2pm-5pm	Sky Dreams & Night Owls (Night Owl OR Sky badges)	Cadette Senior	\$25*	\$6*	Yes
	March 22-23	6pm-8:30am	Galactic Overnight Adventure (Space Investigator, Space Science Researcher, Space Science Expert, OR Space Science Master)	Junior Cadette Senior Ambassador	\$50*	\$12*	Yes
	April 5	10am-1pm	Wildlife Wonders Workshop (Animal Observers, Senses, OR Animal Habitats)	Daisy Brownie Junior	\$25	\$6	Yes
	April 6	9am-12pm	5 Flowers, 4 Stories, 3 Cheers for Animals (Journey Award)	Daisy	\$35	\$6	Yes
	May 10	9am-12pm	Citizen Scientist Boot Camp	Senior Ambassador	\$25	\$6	Yes

			(App. Think Like a Citizen Scientist Journey Award)				
--	--	--	---	--	--	--	--

**Cost includes:** appropriate badge, admission to The Museum during public hours (11am-5pm) the day of the event or return visit pass, materials & instruction. Overnights also include a light continental breakfast and “I Slept at The Museum” event patch.

**\*Book both programs for the same day and save \$5/scout and \$5/adult on the second program**

Journeys do not include “Take Action Project” requirements – those must be completed outside of the workshop/overnight.

**REGISTRATION DETAILS:**

Please list level as Daisy, Brownie, Junior, Cadette, Senior, Ambassador, or Adult/Leader

Level:	# Attending 1 <sup>st</sup> event:	Cost per for 1 <sup>st</sup> event:	Total Cost for 1 <sup>st</sup> event:	# Attending 2 <sup>nd</sup> event:	Cost per for 2 <sup>nd</sup> event:	Total Cost for 2 <sup>nd</sup> event:
Adult/Leader						
Daisy						
Brownie						
Junior						
Cadette						
Senior						
Ambassador						
<b>Total for 1<sup>st</sup> Event:</b>				<b>Total for 2<sup>nd</sup> Event:</b>		

<b>Total Due:</b>	
-------------------	--

**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 <u>FULL</u> Address:				
(Electronic) Signature:				

**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.

**On behalf of myself and my group, I have read and understand the program policies as listed below.**

**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 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 programming 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.