



Girl Scout Private Program Request Form

Fall 2024 - Summer 2025

DATE:

For more information, please contact Rebeka Birch at rebeka.birch@readingpublicmuseum.org

GENERAL INFORMATION:

Troop Number:						
Troop Level (Circle One):	DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR	AMBASSADOR
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 st Choice		
	2 nd Choice		
	3 rd Choice		
Requested Program Start Time (circle one):	10:00 am	2:00 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 Provided	\$5/Scout for single badge \$15/Scout for sets or multi-badge journeys	N/A	MUST be requested at least 2 weeks PRIOR to workshop
	Subway Boxed Meal	\$6/Meal	\$6/Meal	Contact for ordering information

PROGRAM OFFERINGS FOR WORKSHOPS AND OVERNIGHTS:

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

DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR
Animal Observer	Art & Design	Animal Habitats	Book Artist	Collage Artist
Art & Design	Bugs	Art & Design	Comic Artist	Eco Explorer
Craft & Tinker	Craft & Tinker	Craft & Tinker	Night Owl	Game Visionary
Create & Innovate	Create & Innovate	Create & Innovate	Outdoor Art Apprentice	Outdoor Art Expert
Eco Learner	Eco Friend	Detective	Robotics <i>badge set</i>	Room Makeover
Math in Nature 1: Shapes in Nature	Home Scientist	Entertainment Technology	Space Science Researcher	Science of Style
Math in Nature 2: Numbers in Nature	Household Elf	Flowers	Special Agent	Sky
Math in Nature 3: Design with Nature	Making Games	Gardener	STEM Career Exploration	Space Science Expert
Mech. Engineering <i>badge set</i>	Math in Nature 1: Shapes in Nature	Math in Nature 1: Shapes in Nature	Trees	STEM Career Exploration
Outdoor Art Maker	Math in Nature 2: Numbers in Nature	Math in Nature 2: Numbers in Nature	Woodworker	Textile Artist
Robotics <i>badge set</i>	Math in Nature 3: Design with Nature	Math in Nature 3: Design with Nature	Breathe Journey	Think Like A Citizen Scientist Journey
Space Science Explorer	Mech. Engineering <i>badge set</i>	Mech. Engineering <i>badge set</i>	Think Like A Citizen Scientist Journey	Think like an Engineer Journey
STEM Career Exploration	Outdoor Art Creator	Outdoor Art Explorer	Think like an Engineer Journey	
5 Flowers, 4 Stories, 3 Cheers for Animals Journey	Robotics <i>badge set</i>	Playing the Past		AMBASSADOR
Between Earth and Sky Journey	Senses	Robotics <i>badge set</i>		Eco Advocate
Think like a Citizen Scientist Journey	Space Science Adventurer	Space Science Investigator	<i>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 Website</i>	Outdoor Art Master
Think like an Engineer Journey	STEM Career Exploration	STEM Career Exploration		Space Science Master
Welcome to the Daisy Flower Garden Journey	Think like a Citizen Scientist Journey	Think Like a Citizen Scientist Journey		STEM Career Exploration
	Think like an Engineer Journey	Think like an Engineer Journey		Water
	World of Girls Journey			Think Like a Citizen Scientist Journey
	WOW! Wonders of Water Journey			Think like an Engineer Journey

PROGRAM INFORMATION:

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 **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:

Program Type	Price/Scout	Minimum Scouts	Price/Adult*
½ Day Workshop	\$20/Scout	Min. 8 scouts or \$160	\$6/Adult*
Full Day Workshop	\$35/Scout	Min. 8 scouts or \$280	\$6/Adult*
Overnight Workshop	\$45/scout	Min. 30 scouts or \$1350	\$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 your ½ day or full day workshop, in lieu of a Certificate of Liability, your troop **MUST** sign a 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 FULL 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

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

- 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 and final payments will be due 1 week prior to the scheduled 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.**
- 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 – 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 & 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.
- **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.
- **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 your ½ day or full day workshop, in lieu of a Certificate of Liability, your troop MUST sign a Hold Harmless Waiver.

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.