



## **Scout Program Registration Confirmation**

Thank you for registering for a Scout Program at the Louisville Science Center! We are excited about your event and looking forward to meeting your group! Please review the following information and feel free to call us if you have any questions.

### **Before You Arrive**

**Final Payment:** The final payment and final group numbers for registration are due ***no later than 2 weeks*** before the program date. Failure to pay the remaining balance by this time will result in cancellation of the reservation and forfeit of the deposit.

**Cancellation Policy:** Individuals or groups that wish to cancel their registration must notify the Louisville Science Center. If the cancellation is more than two weeks prior to the actual date of the program they will receive 80% of the program fee refunded. There will be no refunds for cancellations made less than two weeks prior to program date.

**Verify Your Group Numbers:** Groups will not be able to reduce or add participants to their reservation totals less than 2 weeks in advance. Due to the popularity of the program we are unable to offer refunds for any participants the day of the program except in the event of illness or emergency.

### **When You Arrive**

**Check-In:** Check-in will be from 11:30-12:00 please have a group leader or adult from your group check in with our staff at the Info booth in the front lobby. We will need the pack number or name of the adult that registered the group. Once we have verified your registration your group will be given a packet for the program. If you arrive after the designated check-in time please report to the front desk and they will radio appropriate program staff.

**Check-In Packets:** The packet includes bracelets for every person in the group to wear (this includes adults). It will also include maps and an information sheet that lists all the requirements for your badge/belt loop or pin that your group will be completing that day. Each child in your group will also receive a participation patch for attending our program.

**Orientation:** At 12:00 we ask that all groups after checking in, report to the Cafeteria located in the lower level. Once all groups have arrived we'll have a brief orientation and split everyone into their designated class.

**Program Summary:** All of the requirements necessary to complete your badge, belt loop or pin will be completed in our program. Some requirements require tasks to be done at home or over a longer period of time. If that is the case we will provide you with all of the materials needed to complete the requirement at home. Each Scout Day is from 12-4pm, however classes can end anywhere from 3:30-4:00pm depending on the size and ages of the group. A slight break is also included in this program time.



## Scout Program Letter of Agreement

Please complete and sign this form to indicate acceptance of the information outlined in your confirmation packet. **Send the completed form no later than 14 days prior to your event**, to Workshop Coordinator Mellisa Schuler by any of these methods:

**Mail:** Louisville Science Center, Attn: Megan Chlopek  
727 W. Main St., Louisville, KY 40202

**Scan & e-mail:** [Megan.Chlopek@louisvilleky.gov](mailto:Megan.Chlopek@louisvilleky.gov)

**Fax:** 502-561-6690, attn: Megan Chlopek

**Scout Program Topic:** \_\_\_\_\_

**Date of Program:** \_\_\_\_\_

**Group Leader Name/Pack Number:** \_\_\_\_\_

**Number of Children:** \_\_\_\_\_ **Number of Adults:** \_\_\_\_\_

*(Reminder: The final payment and final group numbers for registration are due **no later than 2 weeks** before the program date. Failure to pay the remaining balance by this time will result in cancellation of the reservation and forfeit of the deposit.)*

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Alternate Contact Name (optional):** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_

***I, the undersigned pack leader or guardian, have read and understand the information in this confirmation packet; my group agrees to abide by all terms, policies and procedures outlined herein.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## **Scout Programming Frequently Asked Questions**

### **What dates can my Scout attend?**

- We have 5 days designed for Cub Scouts, these are for children 10 and younger who have not entered the Boy Scout program yet. We also have 1 Boy Scout day that fulfill requirements for the Chemistry Merit Badge. The Boy Scout day is only for boys in the Boy Scout program.

### **Which dates fulfill Boy Scout requirements?**

- February 11<sup>th</sup> is the Boy Scout day at the Louisville Science Center. This dates program fulfills the requirements for the Chemistry Merit Badge.

### **Will all of the requirements be fulfilled for our badge/belt loop or pin?**

- All of the requirements necessary to complete the badge, belt loop or pin will be completed in our program. Please note that some requirements require some aspects to be done at home or over a longer period of time. If that is the case we will provide you with all of the materials needed to complete the requirement at home.

### **How long does the program last?**

- Each Scout Day is from 12-4pm, however classes can end anywhere from 3:30-4pm depending on the size and ages of the group. A slight break is also included in this program time.

### **What if we arrive late?**

- Due to the level of the activities and duration of the program we strongly recommend that all groups arrive on time for their scheduled program. Failure to do so may result in the inability to complete all requirements of the badge/belt loop or pin.

### **Do we receive the Scout badge for our program topic?**

- Unfortunately the Louisville Science Center is unable to distribute the Scout badges/belt loops or pins. However each Scout will receive a Louisville Science Center participation patch for completing the program. The themed Scout badge/belt loop or pin can be purchased from your Scout supplier.

**How far in advance should we make our reservation?**

- Due to the high demand of the Scout Programs we recommend registering early to secure your spots for the program. All reservations must be made and paid in full no later than 2 weeks before the program date. Please note that walk-in registration may not be accommodated the day of the program.

**How much do we have to pay to register our group?**

- For groups of 10 or less full payment is due at the time of registration. For groups with 10 or more a \$100 deposit is due at the time of registration and the remaining balance is due no later than 2 weeks before the scheduled program.

**When is the final payment due?**

- The final payment for registration is due no later than 2 weeks before the program date. Failure to pay the remaining balance by this time will result in cancellation of the reservation and forfeit of the deposit.

**What is the cancellation policy?**

- If at any time the enrollment does not meet minimum number of participants the program may be cancelled. If cancellation does occur a full refund will be given, or the option to move your reservation to a different date will be provided.
- Group Cancellation - Individuals or groups that wish to cancel their registration must notify the Louisville Science Center. If the cancellation is more than two weeks prior to the actual date of the program they will receive 80% of the program fee refunded. There will be no refunds for cancellations made less than two weeks prior to program date.

**What if we need to drop or add people from our reservation?**

- Groups will not be able to reduce or add participants to their reservation totals less than 2 weeks in advance.

**What if some of our group doesn't show up the day of the program?**

- Unfortunately due to the popularity of the program we are unable to offer refunds for any participants the day of the program except in the event of illness or emergency.

**Do I have to pay for younger or older siblings to attend?**

- All children entering the museum must pay the program fee or general admission, even if they aren't participating in the activities.

**Do adults have to pay as well as children?**

- We do require that adults pay admission of \$5 to attend the program. However this does include general admission into the museum after the program.

**Do I have to stay in the room with my child during the program?**

- Louisville Science Center policy states that all groups must be chaperoned by an adult. We require at least a 1/10 ratio of adults to children per group. Children must be chaperoned while in the museum at all times.

**Does our program fee include admission into the museum after the program is over?**

- The program fee does include general admission into the museum after the program is over. This does not include IMAX admission.

**Are the special exhibits included with my admission?**

- Yes.