



Field Trip Request

School Name: _____
District Name/Number: _____ -OR- Private school Charter School

CONTACT INFORMATION: *I am a...* First-time Visitor Returning Visitor
School Address: _____ City/State/Zip: _____
Lead Contact (attending with group): _____ Position: _____
Phone: _____ Email: _____
Number and Grades of Students: _____
Number of Adults: _____ (2 adults are required, recommended ratio of 1 adult per 15 youth)
 Check here to indicate if you are also submitting a [Scholarship Request Form](#) with this program

PROGRAM INFORMATION: Requested Date: _____ 2nd Choice Dates: _____
Estimated Arrival Time: _____ Departure Time: _____ Please schedule a meal break in our day
Please select only one from the standard field trips below. Each option is 5 hours in length and priced accordingly:
\$20 per participant
 Teamwork (Cap: 150, Gr: K-12)*Rock Climbing, Archery, Team Building Activities*
 Outdoor Skills (Cap: 130, Gr: K-12)*Survival Principles, Shelter Building, Orienteering, Fire Starting*
 STEM Discovery (Cap: 45, Gr: K-12)*Ozobot Robotics, Rock Climbing, Team Problem Solving*
 Trust Building (Cap: 45, Gr: 7-12)*High Ropes & Low Ropes Activities, Leadership Styles Exercise*

\$20 per participant
 Emerging Leaders (Cap: 32, Gr: 7-12)*Collaborative and Immersive Retreat Set in the Leadership Lab*
**For additional program lengths and configurations, please refer to our [Youth Program Catalog](#).*

ADDITIONAL COMMENTS: (Participants with special needs, activity schedule, transportation notes, etc.)

- HOW TO COMPLETE YOUR RESERVATION:**
1. **Get two signatures on the back side** of this form to confirm you acknowledge Deposit, Payment & Cancellation Policies.
 2. **Send this form and a deposit of \$10/participant** either by mail to Attn: Base Camp Reservations, Northern Star Scouting, 6202 Bloomington Road, Fort Snelling, MN 55111 or by fax to 612-261-2499 or by email to basecamp@northernstar.org with "Base Camp Field Trip Request" in the subject line. Deposits can also be paid over the phone by credit card.
 3. **Your reservation will not be confirmed until you receive an email confirmation**, which includes a Base Camp Waiver (needed for each participant), a roster, and a deposit invoice (if applicable). We will contact you if we can't accommodate your group's dates or programs. If you do not receive a confirmation email within one week, please contact us.

Deposit, Payment & Cancellation Policy

RESERVATIONS:

Reservations for field trips may be made up to 11 months in advance of requested program date. Reservations must also be made at least 14 days prior to a requested program date. Minimum program price is for a 10-participant trip.

DEPOSITS:

A deposit of \$10 per field trip participant is required upon making reservation, based on the estimated number of participants. Checks (made payable to Northern Star Council) or credit card payments made over the phone (VISA, MasterCard, Discover) are accepted. This deposit is forfeited if a lesser number of participants attend the program. It is transferrable to another date if rescheduled at least three weeks in advance. If the estimated number of participants changes at any time, please let Base Camp know by calling 612-261-2301. If the estimated number of participants is lowered at least one week ahead of the scheduled program, the deposit will be adjusted. Adults not participating in the activities are not charged the program fee.

REMAINING PAYMENTS:

The remaining balance is due upon arrival at Base Camp by credit card, cash or check.

CANCELLATIONS:

Scheduled programs cancelled at least 3 weeks in advance can transfer their deposit to a new date within 1 calendar year. Scheduled programs cancelled less than 3 weeks in advance will forfeit any deposits paid.

BASE CAMP SEVERE WEATHER POLICY:

Decisions for official Base Camp closing will be made by the Base Camp Director or Program Director. When Base Camp is officially closed, fees will either be transferred to another date within the calendar year or refunded. **Information regarding current weather conditions and closure status for Base Camp programs is available by calling our weather hotline, 612-261-2448 (Updated December-March).**

If Base Camp does not officially close, the Director or Program Director may approve transferring fees paid by a group to another date if the group leader determines conditions to be unsafe for their activity AND if they notify Base Camp (before the start of the event) that they will not be able to attend Base Camp. This can be accomplished by calling the Base Camp onsite phone 612-261-2301 (leave a message if no answer) or emailing basecamp@northernstar.org. Unsafe conditions may include heavy snowfall, slippery road conditions and extremely cold weather. Requests for fee transfers must be submitted in writing.

LEADER AUTHORIZATION:

Check to confirm that **you have reviewed, agree, and understand the 'Deposit, Payment & Cancellation Policy.**

Date: _____

Lead Contact Name: _____ Position: _____

Check to confirm that **you have reviewed, agree, and understand the 'Deposit, Payment & Cancellation Policy.**

Date: _____

Administrator Name: _____ Position: _____

For Office Use Only

FEES:

Date Received: _____ by: _____, NSS Camping Service

Fees Paid (Pre): \$ _____ Date: _____ Invoice #: _____ Balance: _____

CONFIRMATION:

Email **Phone** **Meeting** Date: _____ by: _____ Notes: _____

Email **Phone** **Meeting** Date: _____ by: _____ Notes: _____