

Registration Material

Boy Scouts & Venturers

2016 Kia Kima Scout Reservation

Helpful Hints

This registration packet contains all of the forms you will need to complete the registration process for your unit at summer camp. It also has some important helpful hints about the registration process.

If you have questions, first consult the Leader's Guide, which contains more detailed information about camp and the programs offered. If that doesn't provide enough of an answer, contact the Reservation Director, Jeremy Palazolo, at the Chickasaw Council Service Center (901) 327-4193 ext. 278 or email jeremy.palazolo@scouting.org.

About this packet

There are four steps to the registration process. The directions in this packet will guide you through each step and the forms that are required. You will notice that the form numbers correspond with the numbers of each step. For example KCSR 3 should be completed in step 3. **For your convenience, the forms in this packet are in reverse order so you can pull the next form you need off the back without disassembling the entire packet.**

Making Changes

You may add additional Scouts at any time by placing an additional deposit per Scout before the next form's due date providing camping space is available. In some instances, your campsite choice may be affected by the number of leaders and Scouts you bring. Consult the leader's guide for recommended campsite capacities. If you think you will be affected, please contact the Reservation Director.

Phone: (901)327-4193

Fax: (901)327-2010

1 The first step is to secure a reservation. A deposit of \$100 is required to reserve a campsite for your unit. This is done by submitting the form titled (*KCSR 1*). If you have already submitted KCSR 1, make certain that you received confirmation for your reservation. If you are uncertain about your campsite reservation, feel free to contact the Reservation Director.

2 The second step in the registration process is a unit count which indicates the number of Scouts from your unit attending camp. Complete *Unit Count Form (KCSR 2A)* and return it, with a payment of \$45 per Scout, to the Chickasaw Council Service Center by March 31st. Scouts can be added to the count, after this form is submitted, only with the approval of the Reservation Director and provided space is available in camp.

Session Registration - This step registers Scouts for Sessions. In early April, after your \$45 per boy payment is received along with Form KCSR 2A, you will be emailed a username and password that will allow you access to our online registration system. **The online registration process will not be available until after April 15th. You may then register your Scouts for sessions. Remember this is first come-first served. Some sessions fill quickly. (KCSR 2B should only be used by units without internet access).**

Here are some hints to help make your registration easy and trouble free.

1) Make copies of each form for your records and bring them with you to camp. You may never need them, but if something were to get misplaced, a backup copy of key information will save a lot of time.

2) Take note of the due dates for each step and send all materials on time.

3) Mail your registration materials to the right address. The address changes depending on when you send the materials. The addresses are available in the Leaders' Guide.

4) If possible, complete your swimchecks before camp. This will help greatly with check-in. Most can be completed at local pools or YMCA's. Please consult the Guide to Safe Scouting for the requirements.

5) If you have questions call the Chickasaw Council at (901) 327-4193 ext. 278 or the camp office (870) 257-4935 after May 27th or email jeremy.palazolo@scouting.org.

3 The second deposit of \$100 per Scout is due with KCSR3. T-shirt sizes are also due at this time. Please enter your t-shirt sizes on this form or online and return this form to the Scout office by May 20th.

4 Final Financial Form - The final payment includes the balance of all fees. This may be paid at check-in after arriving at camp on Sunday or you may send it to camp before you arrive. If the payment is mailed to camp, be certain to allow plenty of time for it to arrive. *Final Financial Form (KCSR 4)* is a tool to assist you in figuring your payments. Once you arrive at camp, our administrative staff will work with you to balance your account. All balances must be paid upon arrival.

5 The registration process is completed during check-in on Sunday after arriving at camp. Give your swim check form to your Camp Guide.

Swim Check Form (Optional)

If you complete swim checks for your unit before arrival at camp, use this form to record the swimming ability level for each Scout checked. Please give this form to your Camp Guide upon check-in. You may refer to the Guide for Safe Scouting for the swimming requirements.

Week in Camp _____ Council _____ Unit _____

Scout's Name	Non-Swimmer	Beginner	Swimmer

Unit Leader Certification _____ Date _____

Lifeguard Signature _____ Certification and Date _____

Due Date:
2 weeks before
or upon
arrival.

Final Financial Form

KKSR
4

All financial transactions for your unit are recorded below to find the amount due at check-in. This form may be mailed with accompanying payment prior to check-in; however, do not mail this form or payment less than two weeks before your arrival at Kia Kima. This form should be completed after final head counts and session selections are made. This form should not be submitted without an accompanying payment.

Week in Camp _____ Council _____ Unit _____



Summary of Fees

Camp Fees

In-Council Scouts at camp with unit: _____ Scouts X \$245= _____
 Out-of-Council Scouts at camp with unit: _____ Scouts X \$260= _____

Leader's Fees

Total Leader Space \$ _____ X \$110 per leader = _____

Special Program Fees

Program Fee: Space Exploration _____ Participants X \$10 = _____
 COPE _____ Participants X \$25 = _____
 OUT: Ozark Ultimate Trek _____ Participants X \$50 = _____
 LOST: Lake Ouchita Summer Trek _____ Participants X \$50 = _____
 Pilot ATV Program _____ Participants X \$50 = _____
 Mountain Man Rendevous _____ Participants X \$30 = _____
 Shotgun Merit Badge _____ Participants X \$30 = _____
 Whitewater Merit Badge _____ Participants X \$25 = _____
 Golf Merit Badge _____ Participants X \$30 = _____
 Robotics Merit Badge _____ Participants X \$20 = _____
 Art/Sculpture or Pottery Merit Badge _____ Participants X \$10 = _____
 Unit Photos _____ Participants X \$5 = _____

Total Program Fees = _____

Campsite Deposit 2017 - All reservations may be rolled over to 2017 by placing a \$100 deposit with the camp office before your departure from camp. = _____

Leader's Name _____
 Address _____
 City _____ State _____ Zip _____
 Leader's email _____

Total Credit = _____

Remaining Balance _____



Balance Due

Subtract the Total Credits from the Total Fees box and enter the result in box. **Total Due \$ _____**

Due Date:
May 15

Registration Form

KKSR
3

Please submit this form with T-shirt sizes listed below or online. This form should not be submitted without payment.

Return to:
Reservation Director
Chickasaw Council, BSA
171 South Hollywood St.
Memphis, TN 38112

Week in Camp _____ Council _____ Unit _____

We plan on bringing _____ male leaders.

We plan on bringing _____ female leaders.

Our unit requires a total of _____ leader spaces.

The total number of leader-spaces required indicates a maximum number of unit leaders at camp at any one time. The fee for leaders is based on this number. For more information about leaders fees, refer to the *Leader's Guide*. (free leaders will not be applied until check-in)

We plan on bringing _____ Scouts X \$100 _____

On *KKSR 2A*, we paid for _____ Scouts X \$45 _____

Include \$45 intial deposit for Scouts not listed on *KKSR2A*: _____ Scouts X \$45 _____

A total of \$100 per Scout is due with this registration form. Having already paid \$45 per Scout with the Unit Count Form (*KKSR 2A*), only \$100 per Scout remains for In-Council units and only \$115 remains for Out-Of-Council units. **A \$45 fee will be assessed for no-shows registered after this payment. The \$45 fee is transferable to other Scouts but not refundable for no shows.**

I have attached check # _____ dated _____ for \$ _____

Please enter T-shirt numbers online or below. Enter the total of each size needed. T-shirt numbers should reflect the total number of registered participants including adults that you have registered on this form. Sizes reflected below range from Adult Small to Adult 3X. If you have entered your T-shirts online please write "entered online" below. **Please enter T-shirt sizes in one location, either online or on this form, but not both!**

A-S	A-M	A-L	A-XL	A-2X	A-3X

Primary Leader's Name: _____

Primary Leader's Phone: _____

email: _____

Attach Check

This form should not be submitted without an accompanying check made payable to the Chickasaw Council.

(For units without internet access only.)
Session Registration Form

**KKSR
2 B**

This form is to be filled out for those units that do not have access to the internet and the online registration system. It is highly recommended that your unit utilize the online registration system.

Circle One: Osage / Cherokee

Troop _____

Week in Camp _____

Scout's Name	9:00	10:00	11:00	2:00	3:00	4:00
(Ex.) <i>Captain Thunderbird</i>	<i>Wood Carving</i>	<i>Basketry</i>	<i>Chemistry</i>	<i>Mammal Study</i>	<i>Rifle Shooting</i>	-----

Only use this form if you do NOT have internet access.

Due Date:
March 31st

Registration Form

**KKSR
2 A**

The Unit Count Form indicates the number of Scouts that you plan to bring to camp from your unit. Scouts may be added to the count at a later time, pending available space and permission from the Reservation Director. Return this completed form with a payment of \$45 per Scout. This form should not be sent without accompanying payment. This fee is transferable but not refundable. This form must be received for your unit to be granted access to the online merit badge and activities registration system. **Registration will begin on April 15th.**

Council _____ Unit _____

Please circle your week in camp:

Week 1	June 12-18	Week 4	July 3-9
Week 2	June 19-25	Week 5	July 10-16
Week 3	June 26-July 2		

Troop Contact _____

Second Contact _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Cell/Work Phone _____

Cell/Work Phone _____

E-Mail _____

E-Mail _____

We plan to bring _____ Scouts X \$45 = _____

Estimated Adult Leaders attending _____

I have attached check # _____ dated _____ for \$ _____

Attach Check

This form should not be submitted without an accompanying check made payable to the Chickasaw Council, BSA

Due Date:
First Come
First Served

Kia Kima Scout Reservation 2016 Summer Camp Application

KKSR
1

Included is our \$100 initial deposit to reserve a campsite. A **non-refundable but transferable** reservation fee of \$45 per boy will be due by March 31st. An additional \$100 per boy will be due on May 15th. The initial \$100 deposit will be applied to your unit's total camp fees due. Troops that fail to meet the above deadlines can lose their campsite priority. The remainder of the camp fees will be due at Summer Camp check-in. Campsite deposits not withdrawn by January 1st will be forfeited.

The Leaders Registration fee is \$110. If your unit brings a minimum of 5 Scouts, **two leaders may attend at no cost**. Additional leaders may attend free based on the following ratio:

24 Scouts = 3 adults 32 Scouts = 4 adults 40+ Scouts = 5 adults

(Free Leader spots will not be credited until Summer Camp Check-in)

Troop _____ District _____ Council _____

Date of Reservation _____ to _____
(Month) (Day) (Year) (Month) (Day) (Year)

Campsite Request: 1st _____ 2nd _____ 3rd _____

Estimated number attending: Youth _____ Adults _____

Fee Schedule

Adults \$110.00 Youth \$245.00 (in Council) \$260.00 (out-of-Council)

Camp Schedule

Week 1	June 12-18	Week 4	July 3-9
Week 2	June 19-25	Week 5	July 10-16
Week 3	June 26-July 2		

**Please complete the information below before returning this form to the Council Office!
You will then receive updates to the program via email if provided.**

Name of person in charge: _____

Address: _____

City, State, Zip: _____

Cell Phone: _____ Other Phone: _____

E-mail: _____
(please print clearly in order to receive updates)

Checks should be made payable to: Chickasaw Council, BSA.