Registration Material

Boy Scouts & Venturers
2012 Kia Kima Scout Reservation

This registration packet contains all 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, Mr. Jeremy Palazolo, at the Chickasaw Council Service Center (901) 327-4193 ext. 278.

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 KKSR 2 (both Part A and Part B) should be completed in step 2. **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 disassmbling 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 providign 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 *(KKSR 1)*. If you have already submitted KKSR 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 (KKSR 2A)* and return it, with a payment of $40 per scout, to the Chickasaw Council Service Center by March 30th.. Scouts can be added to the count, after this form is submitted, only with the approval of the Reservation Director and providing space is available in camp.

Session Registration - This step registers Scouts for Sessions. Once your $40 per boy payment is received along with Form KKSR 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. (KKSR 2B should only be used by units without internet access).**

Helpful Hints

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 and possible hurt feelings.

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 29th.

3 The second deposit of $100 per Scout is due with KKSR3. T-shirt sizes are also due at this time. Please enter your t-shirt sizes on this form or online and return to the Scout office by May 15th.

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 (KKSR 4)* is a tool to assist you in figuring your payments. Once you arrive at camp, our admistrative staff will work with you to balance your account. All balances must be paid upon arrival.

5 The registration process is completed after you check in on Sunday after arriving at camp. Give your swim check form to your camp guide.

KKSR
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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 upon or 2 weeks before 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 $215=_____

Out-of-Council Scouts at camp with unit: _____ Scouts X $230=_____

Leader's Fees

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

Special Program Fees

Program Fee:	Space Exploration	_____	Participants X $10 = _____
	COPE	_____	Participants X $20 = _____
	Ozark Ultimate Trek	_____	Participants X $50 = _____
	Lake Ouchita Summer Trek	_____	Participants X $50 = _____
	High Ozark Mt. Expedition	_____	Participants X $50 = _____
	Mountain Man Rendevous	_____	Participants X $30 = _____
	Shotgun Shooting	_____	Participants X $30 = _____
	Whitewater	_____	Participants X $25 = _____
	Golf	_____	Participants X $25 = _____
	Robotics	_____	Participants X $20 = _____
	Unit Photos	_____	Participants X $5 = _____

Total Program Fees = _____

Campsite Deposit 2013 - All reservations may be rolled over to 2013 by placing a $100 deposit with the camp office before your departure from camp

Total Fees _____

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*.

We plan on bringing _____ Scouts X $100 _____

On *KKSR 2A*, we paid for _____ Scouts X $40 _____

Include $40 intial deposit for Scouts not listed on KKSR2A: _____ Scouts X $40 _____

A total of $100 per Scout is due with this registration form. Having already paid $40 per Scout with the Unit Count Form (KKSR 2A), only $75 per Scout remains for In-Council units and only $90 remains for Out-Of-Council units. **A $40 fee will be assessed for no-shows registered after this payment. The $40 fee is transferable to other Scouts <u>but not refundable for no shows.</u>**

I have attached check # _____ dated _____ for $_____

Please enter T-shirt numbers 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:_____
(important for updates)

Attach Check
This form should <u>not</u> 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 unit that do not have access to the internet and the online registration system. It is highly reccomended 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.) Captain Thunderbird	*Wood Carving*	*Basketry*	*Chemistry*	*Mammal Study*	*Rifle Shooting*	----------

Registration Form

Due Date
March 30th

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 $40 per Scout. This form should not be sent without accompanying payment. This fee is transferable but not refundable. Once this form is received, you will 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 10 - 16	Week 4	July 1 -7
Week 2	June 17 - 23	Week 5	July 8-14
Week 3	June 24 - 30		

Troop Contact _____

Address _____

_____

Home Phone _____

Cell/Work Phone _____

E-Mail _____

Second Contact _____

Address _____

_____

Home Phone _____

Cell/Work Phone _____

E-Mail _____

We plan to bring _____ Scouts X $40 = _____

I have attached check # _____ dated _____ for $ _____

Attach Check
This form should <u>not</u> be submitted without an accompanying check made payable to the Chickasaw Council, BSA

Due Date
First Come
First Served

Kia Kima Scout Reservation
2012 Summer Camp Application

KKSR
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Included is our $100 initial deposit to reserve a campsite. A **non-refundable but transferable** reservation fee of $40 per boy will be due by March 30th. 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 mimimum 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 $215.00 (in Council) $230.00 (out-of-Council)

Camp Schedule

Week 1	June 10 - 16	Week 4	July 1 -7
Week 2	June 17 - 23	Week 5	July 8-14
Week 3	June 24 - 30		

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.