



## Circle Ten Council Refund and Cancellation Policy

Effective 2025

1. All refund requests must be submitted by email at least 10 days before the start of the event to: [571.refundrequest@scouting.org](mailto:571.refundrequest@scouting.org). Refund requests will be considered for personal illness or family emergencies.
2. A service charge of 10% of the amount paid (minimum of \$5.00), less any non-refundable deposits or any already purchased items (food, t-shirts, etc.), will be assessed to cover administrative fees.
3. Refund requests must include the following:
  - a. Event Name and Event Date in the email header.
  - b. Name, telephone, email, and address of person requesting the refund.
  - c. Unit type and number.
  - d. Receipt or confirmation number, if available.
  - e. Reason for request.
4. Circle Ten Council will consider moving a reservation once within the calendar year if space is available.