



Girl Scout Private Program Request Form

Winter 2025 – Winter 2026

DATE:

For more information, please contact Rebeka Birch at rebeka.birch@readingpublicmuseum.org

GENERAL INFORMATION:

Troop Number:						
Troop Level (Circle One):	DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR	AMBASSADOR
Contact Name:						
Address (include zip code):						
Phone Number:						
Email Address:						
How Did You Hear About Us?:	Museum Website	Council Website/ Newsletter/Magazine	Social Media	Other (Please List)		

Requested Date of Visit: *All workshops must be booked AT LEAST 2 weeks PRIOR to dates requested	1 st Choice			
	2 nd Choice			
	3 rd Choice			
Requested Program Type/Time (circle one): *See below for descriptions and pricing	½ Day Workshop 9:00 am – Noon	½ Day Workshop 1:00 pm – 4:00 pm	Full Day Workshop 9:00 am – 4:00 pm	Camp-In 6:00 pm – 8:30 am

Minimum Number of Scouts Expected:		Maximum Number of Scouts Expected:	
Minimum Number of Adults/ Non-Scouts Expected:		Maximum Number of Adults/ Non-Scouts Expected:	

*Price adjustments for adult members will be made the day-of the visit – members must present valid membership card

PROGRAM DESCRIPTIONS:

Scout ½ day workshops are offered 7 days a week bet

- ½ day workshops typically run 3 hours in length (Daisy workshops may be shorter)
- Select 1 badge, badge set, or Journey

Scout full day workshops are offered 7 days a week

- Full day workshops typically run 6 hours in length & include an hour break
- Select 2 badges, badge sets, or Journeys

Scout camp-in workshops are offered Friday or Saturday evenings

- Available for all levels of scouts – Lions and Tigers MUST be accompanied by at least 1 adult per scout
- Siblings MAY be permitted for an additional fee on a case-to-case basis
- Includes a light continental breakfast and evening snack, other options may be available for an extra fee
- Select either 1 badge, badge set, or Journey to complete

PROGRAM OFFERINGS FOR WORKSHOPS AND CAMP-INS:

Please circle or highlight badge(s)/journey(s) you would like to earn

DAISY	BROWNIE	JUNIOR	CADETTE	SENIOR
Animal Observer	Art & Design	Animal Habitats	Book Artist	Collage Artist
Art & Design	Bugs	Art & Design	Comic Artist	Eco Explorer
Craft & Tinker	Craft & Tinker	Craft & Tinker	Night Owl	Game Visionary
Create & Innovate	Create & Innovate	Create & Innovate	Outdoor Art Apprentice	Mind, Body, Me
Eco Learner	Celebrating Community	Detective	Outside the Mirror	Outdoor Art Expert
Fun with Movement	Eco Friend	Entertainment Technology	Robotics <i>badge set</i>	Science of Style
Good Neighbor	Home Scientist	Flowers	Science of Happiness	Sky
Math in Nature 1: Shapes in Nature	Household Elf	Gardener	Space Science Researcher	Space Science Expert
Math in Nature 2: Numbers in Nature	Making Games	Geocacher	Special Agent	STEM Career Exploration
Math in Nature 3: Design with Nature	Math in Nature 1: Shapes in Nature	Math in Nature 1: Shapes in Nature	STEM Career Exploration	Textile Artist
Mech. Engineering <i>badge set</i>	Math in Nature 2: Numbers in Nature	Math in Nature 2: Numbers in Nature	Trees	Think Like A Citizen Scientist Journey
Outdoor Art Maker	Math in Nature 3: Design with Nature	Math in Nature 3: Design with Nature	Breathe Journey	Think like an Engineer Journey
Robotics <i>badge set</i>	Me Time	Mech. Engineering <i>badge set</i>	Think Like A Citizen Scientist Journey	
Space Science Explorer	Mech. Engineering <i>badge set</i>	Outdoor Art Explorer	Think like an Engineer Journey	
STEM Career Exploration	Outdoor Art Creator	Playing the Past		
5 Flowers, 4 Stories, 3 Cheers for Animals Journey	Robotics <i>badge set</i>	Robotics <i>badge set</i>		AMBASSADOR
Between Earth and Sky Journey	Senses	Social Butterfly	Journey "Take Action" Projects are not part of the workshop and must be completed by the troop on their own – ideas and information can be found on the GSUSA Website	Cheers for Every Body
Think like a Citizen Scientist Journey	Space Science Adventurer	Space Science Investigator		Eco Advocate
Think like an Engineer Journey	STEM Career Exploration	STEM Career Exploration		Outdoor Art Master
Welcome to the Daisy Flower Garden Journey	Think like a Citizen Scientist Journey	Uniquely Us		Space Science Master
	Think like an Engineer Journey	Think Like a Citizen Scientist Journey		STEM Career Exploration
	World of Girls Journey	Think like an Engineer Journey		Water
	WOW! Wonders of Water Journey			Think Like a Citizen Scientist Journey
				Think like an Engineer Journey

PROGRAM PRICING:			
In-Person ½ Day Workshop	\$25/Scout	Min. 15 scouts or \$375	\$12/Adult* Non-Member
			Free/Adult* Member
In-Person Full Day Workshop	\$40/Scout	Min. 15 scouts or \$600	\$12/Adult* Non-Member
			Free/Adult* Member
Camp-In Workshop	\$55/scout	Min. 30 scouts or \$1650	\$15/Adult* Non-Member
			\$5/Adult* Member

***All programs include 1 scout leader FREE/10 scouts**

***Price adjustments for adult members will be made the day-of the visit – members must present valid membership card**

Price Includes: Instruction, materials and supplies, and museum admission for the day of the program and a return admission pass. Breakfast, snack, and exclusive “I Slept at RPM” event patch are also included for overnight programs.

✓	PROGRAM ADD-ONS:	Scouts:	Adults:	Notes:
	Planetarium Show *when not included in badge requirements	\$7/Scout	\$7/Adult* Non-Member Free/Adult* Members	Contact for show selections
	Guided Museum Tour	\$50 for every 30 Scouts	No Additional Fee	Contact for gallery choices
	Meal or Snack Location	No Fee	No Fee	Location NOT guaranteed unless this option is selected
	Physical Badge/Badge Set/Journey Awards Provided	\$5/Scout for single badge & select journeys \$15/Scout for badge sets & journeys	N/A	MUST be requested at least 2 weeks PRIOR to workshop
	Subway Boxed Meal	\$7/Meal	\$7/Meal	MUST be requested at least 2 weeks PRIOR to workshop

DEPOSITS:

A non-refundable deposit will be due within 1 week of receiving your confirmation in order to hold available date(s) and will be deducted from final payment – if the deposit is not received within that time, your reservation will be cancelled and you will need to rebook.

½ Day OR Full Day Workshops - \$50/Workshop	Camp-In Workshops - \$500/Workshop
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PAYMENT INFORMATION:

Payment Type:	Credit Card		Enclosed Check	
Credit Card Type:	VISA	MASTER CARD	DISCOVER	AMEX
Credit Card #:				
Exp. Date:		CCV Code:		
Card-Holder Name:				
Card-Holder <u>FULL</u> Address:				
(Electronic) Signature:				

If paying with credit card – Select all that apply: Please see Payments Policy for due dates.

☐	Please Charge the Deposit
☐	Please Charge the Final Payment – Day of Visit

CERTIFICATE OF LIABILITY – If your troop is attending an overnight, your troop MUST provide the museum with a certificate of liability insurance (this is free of charge from your scout council - contact them to make arrangements – please issue it to Reading Public Museum).

HOLD HARMLESS AGREEMENT – Prior to the start of your program individuals not officially registered as members of your scouting organization, MUST sign a Hold Harmless Waiver. Also, in lieu of a Certificate of Liability waiver for ½ day or full day workshops, your troop + unregistered individuals may sign the Hold Harmless Waiver.

On behalf of myself and my group, I have read and understand the program policies as listed below and understand that my group will need to provide a certificate of liability for overnights and sign a hold harmless waiver for workshops.

Print Name: _____ **(Electronic) Signature:** _____ **Date:** _____

PROGRAM POLICIES:

PAYMENT/LIABILITY

- Private Programs: A non-refundable deposit will be due within 1 week of receiving your confirmation in order to hold available date(s) and will be deducted from final payment – if the deposit is not received within that time, your reservation will be cancelled, and you will need to rebook.
- Deposits MUST be paid with a credit card, unless you contact us to make other arrangements.
- We STRONGLY suggest using a credit card for all payments as it gives your troop the MOST flexibility and will assist you in not over-paying.
- All payments are non-refundable, final payments are due prior to the start of the program.
- Upon receiving this reservation form, The Museum will process your program request – **your program is not confirmed until you receive your confirmation AND deposit payment is received by The Museum.**
- Scheduled Programs: All fees are due at the time of registration and are non-refundable.
- **CERTIFICATE OF LIABILITY** – If your troop is attending an overnight, your troop MUST provide the museum with a certificate of liability insurance (this is free of charge from your scout council - contact them to make arrangements – please issue it to Reading Public Museum).
- **HOLD HARMLESS AGREEMENT** – Prior to the start of your program individuals not officially registered as members of your scouting organization, MUST sign a Hold Harmless Waiver. Also, in lieu of a Certificate of Liability waiver for ½ day or full day workshops, your troop + unregistered individuals may sign the Hold Harmless Waiver.
- **PHOTO RELEASE** - This workshop may be photographed by our marketing department for archival and promotional purposes. If there are any scouts that may not be photographed, please provide The Museum with a list in advance.
- **Memberships (with exceptions as stated above) - Library Passes - Discounts – Special Passes – Coupons – are NOT VALID for Scout programs.**

ARRIVAL & PARKING

- Please make every effort to be on time. Allow extra time for traffic and bathroom visits upon arrival.
- If you find you will be arriving more than 15 minutes late please email Rebeka.birch@readingpublicmuseum.org - All programs are closely coordinated with other group visits and Museum events and being late may result in a modified schedule or cancellation of your scheduled program with no refund.
- Your ENTIRE troop must be present before the troop will be admitted into The Museum or Planetarium.
- **Troops will not be admitted to The Museum or Planetarium buildings more than 10 minutes prior to their start time.**
- Cars & Vans – Cars and vans may park in the general parking lot located between The Museum and The Planetarium.

DURING YOUR VISIT

- **The Museum reserves the right to alter your itinerary the day of your visit in order to make your museum/planetarium experience the best possible experience for your group. If any alterations are made, you will be notified as soon as possible.**
- Cell phone use by scouts is prohibited during scouting programs unless otherwise noted.
- Programs may NOT be video or audio recorded
- No food, drinks, backpacks, or coats are permitted in the galleries during scouting programs; however, we do encourage scouts/adults to bring a refillable water bottle with them for use in workshop spaces. - *The Museum does allow the group leader to carry a backpack during scouting programs or anyone who needs one for medical reasons.*
- If your group wishes to visit the gift shop during their program time, please inform your RPM contact no later than one week prior to your visit.
- **LUNCH/SNACKS** – The Museum does NOT provide lunch or snacks for scouting programs UNLESS specified.
- **CHAPERONES** – The Museum requires that there is at least 1 adult chaperone for every 10 children. You may NOT leave your scout(s) alone in the workshop. Scout leaders are responsible for the behavior of their scouts.
- Badges are not provided for workshops, unless specified or requested and prepaid.
- Workshops are only for scouts working on the badge and their adults. Siblings will be permitted on a case-to-case basis and will require additional fees to attend and/or participate in activities.
- **ACCESSIBILITY & EQUITY** – The Museum prides itself on offering the broadest possible access to program and workshops. Museum staff is happy to provide special accommodations within activities and workshops and adaptive program options can be implemented or designed. If possible, please let us know in advance if you believe special accommodations or adaptive programming options might be needed for your scout or group. The Museum and Planetarium are ADA compliant.

CANCELLATIONS

- There are NO REFUNDS for cancellations. Should you find the need to cancel, you will forfeit your deposit and any other payments already made. (Certain exceptions will be made at the discretion of Reading Public Museum.)
- If you chose to reschedule, your group may be charged a new deposit fee.

- No-shows are considered cancellations and all monies will be forfeited.

SAFETY

- The top priority of The Reading Public Museum is to provide a healthy and safe environment for all visitors, especially children.
- For the safety of all our guests, children must be supervised by an adult at all times.
- Guests are expected to follow all verbal and written directions from Museum staff and security.
- We employ a full-time security force to monitor and patrol the buildings and grounds of the museum 24/7.
- Please note that all Museum educators and education staff are mandated reporters under Pennsylvania state law. Mandated reporters are legally obligated to call ChildLine at 1-800-932-0313 if they suspect child abuse or neglect.
- Education staff members have undergone background checks, and training which may include but not be limited to Mandated Reporting Training, Youth Protection Training, American Red Cross First Aid & CPR training, Autism Certification, Federal Criminal History Record Information Background Check (CHRI), PA State Police Criminal History Background Check, & PA Department of Human Services Child Abuse Report Clearance.