

Scouting Members
Unit No. _____ District _____
City: _____



Complete All Reservation Information Below:
Start Date: _____ Time: _____ am/pm
End Date: _____ Time: _____ am/pm
of Participants - Youth: _____ Adult: _____
Leader/Contact Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Non Scouting Organization
Organization _____
Address: _____
City, State, Zip: _____

Reservation to be coordinated through the
Winnebago Council, BSA
2929 Airport Boulevard
Waterloo, IA 50703
319-234-2867 ext. 217
mbroadst@bsamail.org
FAX: 319-234-0153

	Member Rate	Non-Profit	Corporate	Rate	# of Persons / Days	Total
COPE COURSE (Includes Eagle Lodge)						
Participants	\$7.00	\$15.00	\$30.00	per person <input type="text"/>	X <input type="text"/>	= <input type="text"/>
Directors / Instructors*	\$100.00	\$100.00	\$100.00	per person <input type="text"/>	X <input type="text"/>	= <input type="text"/>
						TOTAL <input type="text"/>

*Please refer to tables below for number of Directors / Instructors**.
**A minimum of two Directors / Instructors is always required. A ratio of no more than 12 participants to one Director / Instructor on the low course and a ratio of no more than 6 participants to one Director / Instructor on the high course must be met at all times.
**Additional Instructors will be engaged at a cost of \$100.00 per Director / Instructor to maintain standards for your group size.

Please check all that apply: LOW COPE _____ HIGH COPE _____ or BOTH _____

Eagle Lodge*** (Without the Use of COPE)	\$105.00	\$140.00	\$180.00	per day <input type="text"/>	X <input type="text"/>	= <input type="text"/>
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***Eagle Lodge may be rented for use during the DAY ONLY. Anyone interested in renting Eagle Lodge overnight must be approved.

SIGNATURE: I have read and fully understand the terms of reserving COPE and it's cancellation policies as indicated on the back of this form
BY: _____ **DATE:** _____

LOW COPE Director / Instructor Standards Conversion Table

2 Directors	=	24 Participants
3 Directors	=	36 Participants
4 Directors	=	48 Participants
5 Directors	=	60 Participants
6 Directors	=	72 Participants
7 Directors	=	84 Participants
8 Directors	=	96 Participants
9 Directors	=	108 Participants
10 Directors	=	120 Participants
11 Directors	=	132 Participants
12 Directors	=	144 Participants

- Eight major goals are commonly associated with Project COPE activities:**
1. Communication
 2. Planning
 3. Teamwork
 4. Trust
 5. Leadership development
 6. Decision making
 7. Problem solving
 8. Self-esteem

HIGH COPE Director / Instructor Standards Conversion Table

2 Directors	=	12 Participants
3 Directors	=	18 Participants
4 Directors	=	24 Participants
5 Directors	=	30 Participants
6 Directors	=	36 Participants
7 Directors	=	42 Participants
8 Directors	=	48 Participants
9 Directors	=	54 Participants
10 Directors	=	60 Participants
11 Directors	=	66 Participants
12 Directors	=	72 Participants

To ensure COPE Director / Instructor availability for your COPE Event, please try to return this completed COPE Reservation Form at least 3 weeks (if possible) prior to your COPE Event. Thank You!

Please note: Your group will be billed after your C.O.P.E. Event.

Please be as realistic as possible with your number of participants as your group will be billed for the number of Directors/Instructors needed (based off the numbers above).

COPE RESERVATION PRACTICES:

The Unit / Organization agrees that:

1. RESERVATIONS

Reservations are made through the Winnebago Council Service Center using the COPE Reservation Form.

- a. Priority is given to Council Functions
- b. Accepted on a first come basis
- c. Reservations must be in writing

2. CANCELLATIONS

All fees are non-refundable but are transferable to another date as follows:

- a. 100% of fees are transferable if cancellation is received 15 days prior to activity (must be used within 90 days of original reservation)
- b. 50% of fees are transferable if cancellation is received 14 days prior to activity (must be used within 90 days of original reservation)
- c. 25% of fees are transferable if cancellation is received 1 day prior to activity (must be used within 90 days of original reservation)
- d. No fees are transferable for NO SHOWS.

3. LEADERSHIP FROM THE GROUP

At least 2 adults must accompany all youth groups and be in attendance at all times during their stay. One adult must be at least 21 years of age, the second must be at least 18 years of age. For B.S.A. groups, at least one adult must be registered with the B.S.A.

4. HEALTH & ACCIDENT INSURANCE

Health and accident insurance is a individual and parental responsibility secondary insurance is provided by the Winnebago Council.

5. LIABILITY INSURANCE & HOLD HARMLESS AGREEMENTS

Non B.S.A. groups must provide a certificate of liability insurance with policy limits of at least one million dollars, naming the Winnebago Council and the Boy Scouts of America as a co-insured. Non-Scout Youth Groups must also sign an organizational hold harmless agreement. If you are participating in COPE, a hold harmless agreement must be signed either by/for the group or if and adult (18 years of age) by the individual.

6. RESTRICTIVE ACTIVITIES

No alcohol, illegal drugs, firearms, or fire works are allowed on Scout property. Groups in violation will be asked to leave forfeiting their fees.

7. MOTORIZED VEHICLES

All motorized vehicles must remain on designated camp roads and are subject to other restrictions due to season and activity. No riding in truck beds or trailers.

8. DAMAGES & CLEAN UP

The unit or organization is responsible for all damages and clean up charges. Charges incurred will be at replacement cost plus labor at \$25/hour.

9. SMOKING & TOBACCO PRODUCTS

Smoke-Free Policy: All buildings and facilities (campsites, program areas and staff areas) under the control of the Winnebago Council, are designated as non-smoking. Smoking outside entrances/exit doors is not permitted at any location and will not be permitted within 100 feet of the participants of any Scouting function, meeting or activity.

10. HEALTH FORMS: COPE

Each COPE participant must turn in to the COPE Director the day of the activity a health history form provided by the Winnebago Council, BSA. If the form is not turned in or has not been filled out properly, the individual will not participate.

RANGERS CHECK OUT REPORT

UNIT OR GROUP: _____

LEADER: _____

FACILITIES USED: _____

NUMBER OF YOUTH: _____ ADULTS: _____

COMMENTS/CHARGES:

_____ BUILDING CLEAN

_____ GROUNDS CLEAN

DAMAGES/CLEAN UP

CLEAN UP CHARGE: _____

WINDOWS: _____

DISCHARGED FIRE EXTINGUISHER: _____

OTHER (EXPLAIN): _____

OTHER COMMENTS: _____