

Order of the Arrow's Sipp-O Lodge #377 Refund Request Form

All activities offered by the Order of the Arrow Sipp-O Lodge #377 require significant planning and have expenses incurred well in advance. These expenses include, but are not limited to: staffing, food, program materials, patches, awards, facility rental, equipment, and clothing such as T-shirts that may be provided as part of the program fee. The Sipp-O Lodge is a service organization that focuses its time and efforts towards supporting the Buckeye Council, Buckeye Council camping programs, and other beneficiary organizations as selected by the Sipp-O Lodge Executive Committee with approval by the Buckeye Council. The Lodge has no full time employees and continues to function only at the generosity of volunteer members donating their time and resources. When money is paid to the Lodge for an event, all proceeds after costs, are used by the Lodge to meet program and philanthropic objectives and goals of the Lodge.

If you have made a payment to the Lodge in anticipation of attending an event but were unable to, please consider accepting this payment as a tax deductible donation to the Buckeye Council in lieu of requesting a refund.

Lodge Refund Policy:

*A 100% refund will be provided for an event **only** when said reservations are canceled by the close of business no less than ten (10) days prior to the first day of event. A 50% refund will be provided for an event **only** when said reservations are canceled by the close of the last business day prior to the first day of event. No refund will be granted for no-shows or same-day of event cancellations. **All cancellations must be made directly to the Scout Service Center in writing or by calling (330) 580-4272 or toll-free (800) 589-9812 ext. 126 Kathy, and then confirmed in writing, e-mail or fax. Section or nationally sponsored events, such as Section Conclaves, National OA Conference (NOAC), or other training programs ARE NOT SUBJECT TO THIS POLICY.***

Requesting a refund for: (Please select one)

Winter Banquet ___ Fellowship ___ Ordeal ___ Ox Roast ___ Other _____

Requested By: _____ Phone No. _____

REFUND AMOUNT REQUESTED \$ _____

Purpose for this refund request: (Please give name(s) reservation was made in)

Refund check made payable to: _____

Mail To: _____

Street Address _____

City _____ State _____ Zip _____

Please allow 60 days from request date to receive your refund.

Signature _____ Date _____, 20____

<u>For Sipp-O Lodge Use Only</u>	<u>For Lodge or Council Use</u>	<u>For Buckeye Council Use Only</u>
Approved By: _____	Approved By: _____	Approved By: _____
Date _____	Date _____	Date _____