

Payment Transmittal Instructions

The payment transmittal form is a fillable PDF with formulas which automatically calculate fees. Some web browsers allow you to complete the form, some do not. The best way to complete the form is to download it and open it in the free Adobe Acrobat Reader DC. You can download a copy at: <https://get.adobe.com/reader/>.

A note about camp fees: Fee discounts are earned *per* individual Scout based on when the payment is made from the unit to the Washington Crossing Council office. The financial relationship is between the Scouting family and the unit, and between the unit and the Washington Crossing Council.

A note about sibling discounts: The Council offers a \$50 sibling discount after the first Scout per family. For example, two siblings in a family would be a \$50 discount; three siblings would be a \$100 discount, etc. Siblings can be in linked units, i.e., a Boy Troop and a Girl Troop. Sibling discounts do not apply to Scouts earning a campership.

There are two pages of the transmittal.

Page 1

1. Enter your troop number, select Boy Troop or Girl Troop from Type, enter your council's name and district name. Select the week attending.
2. The next block is a reminder if you have a credit on your account, you can enter it in the fees section. It will be deducted from total due. Your summer camp deposit becomes a credit which can be used toward camp fees. If you need a current account balance you can email business@ockanickon.org.
3. The next block is for your current estimated **total** of Scouts and adults (full-week equivalent) attending camp. This helps us plan for food staffing and site capacities. It is not the number of Scouts you are paying for on this transmittal nor is it a commitment – only your best estimate.
4. In the fees block:
 - a. Enter the number of Scouts and select the appropriate fee based on deadlines listed in page 2.
 - b. Enter the number of Scouts receiving the AOL Crossover rate (May 31 deadline).
 - c. Enter the total number of sibling discounts.
 - d. In the amount field, enter the total amount included in this transmittal for Scouts who earned a campership. Do not include the amount of the campership – only the amount the Scout paid.
 - e. Enter the number of adult fees. This is the weeklong fee. If two adults are splitting a week, that is only one adult fee.
 - f. Lastly, if you are using any of your credit on account, fill the amount in. The figure should be a positive number. The formula will automatically deduct it from the total due.
 - g. The total amount due for this transmittal will be displayed at the end.
5. The next block indicates to whom the check is payable and to where it is sent. We only accept unit checks.
6. The last block on page 1 is a signature block acknowledging our refund policy. Please make your Scouting families aware of our Council's refund policy. It reduces the chance of angry parents down the road.

Page 2

1. This is a listing of the Scouts and leaders for which payment is included on this transmittal. Do not include Scouts and leaders who have been included on a previous transmittal. This is not meant to be a complete roster of participants.
2. Scouts paying the AOL Crossover discounted rate should be listed under the "AOL Crossovers" column. All other Scouts should be listed under the "Scouts" column.
3. If you are submitting payment for a Scout with a campership, please indicate the amount paid next to the Scout's name.
4. If taking a sibling discount and it's not obvious who the siblings are, please make a note next to their name. It's possible the siblings will be on different transmittals.

If you have any questions, don't hesitate to e-mail business@ockanickon.org or call the Council office at 215-348-7205.

2022 PAYMENT TRANSMITTAL

Troop #: _____ Type: _____ Council: _____ District: _____

Week Attending Camp:

Scout Week #1: June 19th – June 25th
Scout Week #2: June 26th – July 2nd
Scout Week #3: July 3rd – July 9th
Scout Week #4: July 10th – July 16th

Scout Week #5: July 17th – July 23rd
Scout Week #6: July 24th – July 30th
Scout Week #7: July 31st - August 6th

Your Account Credit:

Any credit on your account should be deducted from your payments. You can find this amount on your most recent statement. Your **2022 Summer Camp deposit** will be part of the credit on your account statement.

Please provide your **current** estimated total coming to camp: # _____ Scouts and # _____ Adults

On this transmittal, we are paying for:

# of Scouts: _____	\$ _____ Each	Amount: \$ _____
# of Arrow of Light Crossovers: _____	\$ _____ Each	Amount: \$ _____
# of sibling discounts*: _____	\$ <u>50</u> Each	Amount: \$ (_____)
Total for Scouts w/camperships:**		Amount: \$ _____
# of Adults: _____	\$ <u>200</u> Each	Amount: \$ _____
Total due: Amount: \$ _____		
Subtract existing account credit: \$ (_____)		
Total amount enclosed with this transmittal: \$ _____		

* \$50 fee reduction after the first Scout per family, i.e., two siblings in one family is one discount of \$50.

** The Scout's portion of the fee is calculated by taking the \$435 fee less the campership amount awarded.

Make troop checks payable to WCC, BSA. **Credit Cards Are Not Accepted.**

Please mail payment to: Washington Crossing Council, B.S.A.
One Scout Way
Doylestown, PA 18901

Please sign below to acknowledge the acceptance of our [refund policy](#).

Signature: _____

(flip page over)

