

# Chicago Area Council Camping Committee



June 24, 2011

Dear Reneker Camper,

Since its inception, the mission of family camp has been to provide Scouting families a home away from home and a quality program while their Scout or adult leader's are attending summer camp.

To give new Scout families the opportunity to attend family camp at Reneker, The Chicago Area Council Camping Committee has adopted a new Camp Reneker Reservation Policy. The new reservation policy will go in to effect for the 2012 camping season.

The policy may look complicated, but it can be broken down in to two phases, Early Cabin Assignment and Standard Cabin Assignment. All Reneker campers, regardless of status, may request a cabin anytime after your stay in 2011. When you are assigned a cabin depends on the Early and Standard Assignment process. Efforts will be made to honor specific cabin request as operations allow, but no requestor is guaranteed a specific cabin.

For both the Early and Standard Assignment process, families with a Scout or adult leader (Scout Camper Status) in camp the same week they are attending family camp are assigned a cabin first.

As part of the Early Cabin Assignment phase, a number of cabins are reserved each period (see policy for more details) for non Scout campers (Non Scout Camper Status). Non Scout campers are assigned cabins up to the reserve. If the number of requests for any given period exceeds the reserve, a lottery will be held for those periods. The lottery, held in December, will determine who will receive an early cabin assignment and the remainder will be placed on a waiting list and be part of the Standard Cabin Assignment process.

The Standard Cabin Assignment takes place after February 28, 2012. At that time all remaining cabins except 5 per period will be assigned to any non Scout campers on the waiting list. The 5 reserve cabins are for Scout camper status till April 30, 2012. After April 30, 2012, remaining cabins are available on a first come first serve basis.

We appreciate your patience during this transition to the new policy. As mentioned, the committee's goal is to allow more Scouts' families to attend Camp Reneker while their Scout is attending Boy Scout summer camp or Webelos Resident Camp.

Please review the Camp Reneker Reservations Policy and Procedure for more details, dates and payment schedule. If you have any questions, please contact Chris Townsend, Director of Camping, at 312.421.8800 x227 or Reneker Camp Director Beth Rychtanek while you are at camp this summer.

### OWASIPPE SCOUT RESERVATION

## Camp Reneker Reservations Policy and Procedure

Effective Date: 2012 Camping season

Last Update: May 17, 2011

Since the inception of family camp nearly 100 years ago, the mission has been to give scouting families a home away from home and quality program while their scout are in camp. History has taught us that when family members share in the scouting experience, the scout is more likely to succeed and the family is more likely to play an active role in delivering scouting to others.

In order to afford an opportunity for new families with scouts attending camp to participate in the family camp experience, a policy must be adopted which will allow them to attend Camp Reneker.

### **DEFINITIONS**

Initial Cabin Deposit An amount of money, specified by the Chicago Area Council, which must be included with a Cabin Request Form in order for a Cabin Request to be valid. The initial deposit is only refundable in two ways;

- 1. A camper may request the deposit be returned on or before the early cabin assignment date or
- 2. If the Chicago Area Council is unable to offer the requestor a cabin on or before the cabin release date.

**Cabin Assignment Deposit** An amount of money, specified by the Chicago Area Council, which must be sent in 30 days after the cabin assignment to secure the cabin assignment.

**Camp Reneker Cabin Request** The act of formally applying for a Camp Reneker cabin for a specified camping period. A Camp Reneker Cabin Request may be made no more than 361 days prior to the first day of the requested camping period.

**Camp Reneker Requestor** A person, group or family making a request for a single Camp Reneker cabin for a specified camping period.

**Camp Reneker Cabin Request Form** A form, prescribed by the Chicago Area Council, to be made out by persons applying for a single Camp Reneker cabin in the manner prescribed by the Chicago Area Council.

**Camp Reneker Reservation Committee** A committee consisting of the Council Camping Committee Chairman (Committee Chair), Director of Camping, OSR Reservation Director and Reneker Camp Director.

**Non Scout Camper Status (NSCS)** A Camp Reneker status wherein a Camp Reneker Requestor does not have a son or spouse who is a registered Boy Scout or Cub Scout or adult leader attending camp (Camp Blackhawk, Camp Wolverine, Camp Carlen, Manistee Quest, Webelos Resident Camp, Venturing Camp or Hi Beach), at Owasippe Scout Reservation during the same camping period for which a Camp Reneker Cabin Request is made.

Scout Camper Status (SCS) A Camp Reneker status wherein a Camp Reneker requestor has a son or spouse who is a registered Boy Scout, Cub Scout or adult leader who is attending camp (Camp Blackhawk, Camp Wolverine, Camp Carlen, the Manistee Quest, Webelos Resident Camp, Venturing Camp, or Hi Beach), at Owasippe Scout Reservation, but not including Camp Reneker, during the same camping period for which a Camp Reneker Cabin Request is made.

**Cabin Release Date** A date determined by the Camp Reneker Reservation Committee when all but 5 cabins per week are assigned to campers. After this date, NSCS on a waiting list are assigned to available cabins.

### OWASIPPE SCOUT RESERVATION

## Camp Reneker Reservations Policy and Procedure

Effective Date: 2012 Camping season

### **CABIN ASSIGNMENT PROCEDURE**

#### A. Camp Reneker Reservations Committee

- I. The Camp Reneker Reservations Committee will consist of the Chicago Area Council, Camping Committee Chairman; Director of Camping; the Owasippe Scout Reservation, Reservation Director; and the Camp Reneker, Camp Director.
- II. Cabin Assignments are the responsibility of the Camp Reneker, Reservation Committee and will be made at the committee's discretion.
- III. The committee will attempt to honor specific cabin requests as operations allow, but no requestor is guaranteed a specific cabin.
- IV. In the event that a specific cabin request cannot be granted, the committee will attempt to assign an available cabin in proximity to the requested cabin.
- V. Requests for group assignments should be submitted at the same time. Efforts will be made to assign groups in as close proximity as possible.
- VI. Responsible for making the following recommendations to the Camping Committee
  - a. Yearly Cabin Request and Payment Schedule (Appendix I)
  - b. Number of Early Assignment Procedure Cabins (Section B & Appendix II)
  - c. Number of reserve cabins for Standard Assignment Procedure for Scout Camper Status (Section D, II & Appendix III)

### **B. Early Assignment Procedure**

- I. The Chicago Area Council will, at least 365 days before the beginning of a particular Owasippe camping season, designate a specific number of Camp Reneker Cabins, per period, for the Early Assignment Procedure. Early Assignments will be made regardless of whether the requestor is of Scout Camper Status or Non Scout Camper Status. (Appendix II)
- II. Cabin Assignments made via the Early Assignment Procedure will be made as follows.
  - A. All Camp Reneker Cabin Request Forms for the subsequent year's camping season received prior to the close of business on Early Cabin Assignment Date will be eligible for the early assignment procedure.

- B. The Chicago Area Council Camping Committee shall administer the early assignment Procedure at the Camping Committee meeting of December. (Appendix I)
- C. In the event that the number of requests received is less than the number of Early Assignment Procedure Cabins designated by the Chicago Area Council for that camping period, assignments will be made in the order that they were received.
- D. In the event that the number of requests received is greater than the number of Early Assignment Procedure Cabins designated by the Chicago Area Council for that camping period (Appendix II), assignments will be made via the lottery procedure. Cabin assignments will be made in the order drawn. After the Early Cabin Requests are filled, the remaining cabin requests from the lottery will be placed on a waiting list in the order they were drawn from the lottery.
- E. Requestors who are selected will be notified via email and United States Postal Service mail. Requestors selected must submit an additional \$50.00 deposit within 30 days of the mailing of the notification.
- F. In the event that the additional deposit is not received within 30 days, the cabin will be deemed available and will be assigned to the next name on the waiting list, that person will be notified via email and the United States Postal Service mail.
- G. Failure to receive a mail notification will not exempt a requestor from the additional deposit provisions or affect assignment cancellation.
- H. Cabin assignments are non-transferable

#### C. Standard Assignment Procedure – Scout Camper Status

- I. On the Standard Cabin Release Date (Appendix I), the Camp Reneker Reservations

  Committee will direct that the remaining Cabin Requests Scout Camper Status for each camping period be assigned to available cabins in the order received.
- II. In the event that there are more such requests than cabins available, the requests that were not granted will be placed on a waiting list.
- III. Requestors who are selected will be notified via email and United States Postal Service mail. Requestors selected must submit an additional \$50.00 deposit within 30 days of the mailing of the notification.
- IV. In the event that the additional deposit is not received within 30 days, the cabin will be deemed available and will be assigned to the next name on the waiting list, that person will be notified via email and the United States Postal Service mail.
- V. Failure to receive a mail notification will not exempt a requestor from the additional deposit provisions or affect assignment cancellation.
- VI. Cabin assignments are non-transferable

#### D. Standard Assignment Procedure – Non Scout Camper Status

- I. On the Standard Cabin Release Date (Appendix I), the Camp Reneker Reservations Committee will direct that the remaining Cabin Requests – Non Scout Camper Status for each camping period will be assigned to available cabins, less any cabins reserved in Section II, in the order received or order drawn in the lottery or submitted.
- II. A number of cabins per camping period, as determined by the Chicago Area Council Camping Committee, maybe reserved till the last day of April specifically for Scout Camper Status requests.
- III. In the event that there are more such requests than cabins available, the requests that were not granted will be placed on a waiting list.
- IV. After the Final Payment Date (Appendix I), any remaining cabins are available on a first come first serve basis pending deposits and payment schedule.
- V. Requestors who are selected will be notified via email and United States Postal Service mail. Requestors selected must submit an additional \$50.00 deposit within 30 days of the mailing of the notification.
- VI. In the event that the additional deposit is not received within 30 days, the cabin will be deemed available and will be assigned to the next name on the waiting list, that person will be notified via email and the United States Postal Service mail.
- VII. Failure to receive a mail notification will not exempt a requestor from the additional deposit provisions or affect assignment cancellation.
- VIII. Cabin assignments are non-transferable

#### **E. Scout Camper Status Certification**

- The Camp Reneker Cabin Request form will contain a section wherein requestors claiming Scout Camper Status will certify the Unit, Camp and Period their Scout camper or leader will be attending.
- II. False certification will result in cabin cancellation.

### F. Cabin Refund and Late Fee Policy

- I. If we are unable to provide you with a cabin assignment by the final payment deadline (Appendix I), campers will receive full refund.
- II. Cancelations prior to the early cabin assignment date (Appendix I), will receive a full refund.
- III. Cancelations before the final payment deadline (Appendix I), will receive a refund less \$100.
- IV. Cancelations after the final payment deadline (Appendix I), will receive a refund less \$200.
- V. Cabins not paid in full by final payment deadline (Appendix I) could lose their reservation and are subject to a \$50 late fee.

## **OWASIPPE SCOUT RESERVATION**

Camp Reneker Reservations Schedule

Effective Date: 2012 Camping season

## Appendix I

### 2012 Request and Payment Schedule

Schedule	Due Date
Cabin Request Form	Submitted for 2012 season at the end of campers
	stay in 2011 until the start of the last period in the
	2012 season
Withdraw Cabin Request before non-refundable	December 2, 2011
deposit	
Early Cabin Assignment Due Date	December 2, 2011
Lottery Date (If necessary)	December 6, 2011
Early Cabin Second Non-Refundable Deposit Due	January 6, 2012
Standard Cabin Request Cabin Release	February 29, 2012
Standard Cabin Request Non-Refundable Deposit	March 30, 2012
Due	
Final Cabin Release Date	April 30, 2012
Final Cabin Payment	June 1, 2012

<sup>\*\*</sup> Cabins not paid in full by June 1, 2012 could lose their reservation and are subject to a \$50 late fee.

### **OWASIPPE SCOUT RESERVATION**

## Camp Reneker Cabin Assignment Schedule and Reserve

Effective Date: 2012 Camping season

## **Appendix II**

### Early Cabin Assignment - Non Scout Camper Status Cabin Reserve

For the 2012 season the Chicago Area Council Camping Committee has reserved the following number of cabins per period for the Assignment Procedure for Non Scout Camper Status.

Period	Reserved Cabins
Period 1	15 Cabins
Period 2	15 Cabins
Period 3	15 Cabins
Period 4	10 Cabins
Period 5	10 Cabins
Period 6	10 Cabins

### **OWASIPPE SCOUT RESERVATION**

## Camp Reneker Cabin Assignment Schedule and Reserve

Effective Date: 2012 Camping season

### **Appendix III**

### **Standard Assignment Procedure Scout Camper Status Reserve**

For the 2012 season, The Chicago Area Council Camping Committee has reserved five (5) cabins per period for Scout Camper Status cabin requests between February 29, 2012 and April 30, 2012.

Per the Standard Assignment Procedure, after May 1, 2012 all remaining cabins will be available on a first come, first serve basis.