

# Registration Materials

## Boy Scouts and Venturers

2017 Kia Kima Scout Reservation



## Helpful Hints

This registration packet contains all of the forms you will need to complete the registration process for your unit at summer camp. It also contains some helpful hints to make registration as simple as possible.

If you have any questions, please consult the *2017 Leaders Guide* first; it contains more detailed information about camp and the programs offered. If any questions persist, please contact Reservation Director, Jeremy Palazolo, at the Chickasaw Council Service Center, at 901-327-4193, ext. 278, or, for a quick response, by email, at [jeremy.palazolo@scouting.org](mailto:jeremy.palazolo@scouting.org).

### About this packet

There are four steps in the registration process. The directions in this packet will guide you through each step and the forms that are required. You will notice that the form numbers correspond with the numbers of each step; for example, *KKSR 3* should be completed in step 3. For your convenience, the forms in this packet are in reverse order so you can pull the next form you need from the back without disassembling the entire packet.

### Making Changes

You may add additional Scouts at any time by placing an additional deposit per Scout before the next form's due date, provided that camping space is available. In some instances, your campsite choice may be affected by the number of leaders and Scouts you bring. Consult the *Leaders Guide* for recommended campsite capacities. If you have any questions or concerns in this process, please contact the Reservation Director, whose contact information appears in the *Helpful Hints* section.

**1** The first step is to secure a reservation. A deposit of \$100.00 is required to reserve a campsite for your unit. This is done by submitting the *KKSR 1* form. If you have already submitted *KKSR 1*, make certain that you receive confirmation for your reservation. If you are uncertain about your campsite reservation, feel free to contact the Reservation Director.

**2** The second step in the registration process is a unit count, which indicates the number of Scouts attending camp from your unit. Complete the *Unit Count Form, KKSR 2A*, and return it, with a payment of \$45.00 per Scout, to the Chickasaw Council Service Center by March 31. Scouts can be added to the count after this form is submitted, with the approval of the Reservation Director and provided space is available in camp.

**Session Registration** – This step registers Scouts for sessions. In early April, after your \$45.00 per Scout payment is received along with form *KKSR 2A*, you will be emailed a username and password that will allow you to access the online registration system, Doubleknot. The online registration process will not be available until after April 15. Registration is first-come, first-served and some sessions fill quickly! (*KKSR 2B* should only be used by units without internet access.)

Here are some hints to help make your registration easy and trouble-free!

1. Make copies of each form for your records and bring them with you to camp. You may never need them, but a backup copy of key information is good to have!
2. Take note of the due dates for each step and send all materials on time.
3. Mail your registration materials to the correct address. The address changes depending on when you send the materials. The addresses are available in the *Leaders Guide*.
4. If possible, complete your swim checks before camp. This will help check-in go quickly. Many times, these checks can be completed at local pools or YMCAs. Please consult the *Guide to Safe Scouting* for the requirements.
5. If you have questions, contact the Chickasaw Council office at (901) 327-4193, ext. 278, or the camp office at (870) 257-4935 after May 26. Questions can be emailed at any time to [jeremy.palazolo@scouting.org](mailto:jeremy.palazolo@scouting.org).

[www.kiakima.net](http://www.kiakima.net)

**3** The second deposit of \$100.00 per Scout is due with *KKSR 3*. T-shirt sizes are also due at this time. Please enter shirt sizes online or on this form (but not on both). This form is due at the council office by May 20.

**4** Final Financial Form – The final payment includes the balance of all camp fees. This may be paid at check-in after arriving at camp on Sunday or it can be sent to camp before you arrive. If the payment is mailed to camp, be certain to allow plenty of time for it to arrive. The *Final Financial Form, KKSR 4*, is a tool to assist you in figuring your payments. Once you arrive at camp, our administrative staff will work with you to balance your account. All balances must be paid on arrival.

**5** The registration process is completed during check-in on Sunday after arriving at camp. Give your *Swim Check Form* (if completed before camp) to your camp guide.



Due Date:  
2 weeks  
before/at  
camp

# Final Financial Form

KKSR  
4

A summary of all fees and payments is recorded below to find the amount due at check-in. This form may be mailed with accompanying payment prior to check-in; however, do not mail this form or payment less than two weeks before your arrival at Kia Kima. This form should be completed after final head counts and session selections are made. This form should not be submitted without an accompanying payment.

Week in camp: \_\_\_\_\_ Council: \_\_\_\_\_ Unit: \_\_\_\_\_

## Summary of Fees

### Camp Fees

In-council Scouts: \_\_\_\_\_ Scouts x \$250.00 = \_\_\_\_\_

Out-of-council Scouts: \_\_\_\_\_ Scouts x \$265.00 = \_\_\_\_\_

### Leader Fees

Total Leader Spaces: \_\_\_\_\_ Leaders x \$110.00 = \_\_\_\_\_

### Special Program Fees

Program fee: Space Exploration \_\_\_\_\_ participants x \$10.00 = \_\_\_\_\_

Pottery/Sculpture \_\_\_\_\_ participants x \$10.00 = \_\_\_\_\_

Robotics \_\_\_\_\_ participants x \$20.00 = \_\_\_\_\_

Golf \_\_\_\_\_ participants x \$30.00 = \_\_\_\_\_

Shotgun \_\_\_\_\_ participants x \$30.00 = \_\_\_\_\_

COPE \_\_\_\_\_ participants x \$25.00 = \_\_\_\_\_

Whitewater \_\_\_\_\_ participants x \$25.00 = \_\_\_\_\_

Mountain Man Rendezvous \_\_\_\_\_ participants x \$30.00 = \_\_\_\_\_

ATV Program \_\_\_\_\_ participants x \$50.00 = \_\_\_\_\_

OUT: Ozark Ultimate Trek \_\_\_\_\_ participants x \$50.00 = \_\_\_\_\_

LOST: Lake Ouachita Trek \_\_\_\_\_ participants x \$50.00 = \_\_\_\_\_

NRA Pistol \_\_\_\_\_ participants x \$30.00 = \_\_\_\_\_

### Other Add-on Fees

Scoutmaster Specifics \_\_\_\_\_ participants x \$10.00 = \_\_\_\_\_

NRA Range Safety Officer \_\_\_\_\_ participants x \$30.00 = \_\_\_\_\_

Add-on programs \_\_\_\_\_ participants x \_\_\_\_\_ = \_\_\_\_\_

**Total Camper/Program Fees=** \_\_\_\_\_

**2018 Deposit (reservation can be made separately)=** \_\_\_\_\_

Leader Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Total Credits =** \_\_\_\_\_

**Total due = \$** \_\_\_\_\_

Due Date:  
May 15

# Registration Form

KKSR  
3



Please submit this form with T-shirt sizes listed below or online. This form should not be submitted without payment.

**Return to:**  
Reservation Director  
Chickasaw Council, BSA  
171 S. Hollywood St.  
Memphis, TN 38112

Week in camp: \_\_\_\_\_ Council: \_\_\_\_\_ Unit: \_\_\_\_\_

We plan to bring \_\_\_\_\_ male leaders.

We plan to bring \_\_\_\_\_ female leaders.

Our unit requires a total of \_\_\_\_\_ leader spaces.

The total number of leader spaces required indicates a maximum number of unit leaders at camp at any one time. The fee for leaders is based on this number (for example, if two leaders are splitting the week, it is only necessary to pay for one spot). For more information about leader fees, refer to the *Leaders Guide* (free leaders will not be applied until check-in on arrival at camp).

We plan to bring \_\_\_\_\_ Scouts x \$100 deposit = \_\_\_\_\_

On *KKSR 2A*, we paid for \_\_\_\_\_ Scouts x \$45 deposit = \_\_\_\_\_

Deposits for Scouts not listed  
on *KKSR 2A* \_\_\_\_\_ Scouts x \$45 deposit = \_\_\_\_\_

A total of \$100 per Scout is due with this registration form. Having paid \$45 per Scout with the *Unit Count Form, KKSR 2A*, \$105.00 remains for in-council Scouts or \$120.00 for out-of-council Scouts. Initial deposits are transferrable, but not refundable.

Check # \_\_\_\_\_, dated \_\_\_\_\_, for \$ \_\_\_\_\_ is attached.

Please enter T-shirt numbers online or on the chart below. Enter the total of each size needed. T-shirt numbers should reflect the total number of registered participants, including adults, that you have registered on this form. If your unit has entered T-shirt information online, please write "entered online" below; **please enter T-shirt sizes in one location, either online or on this form, not both!**

Adult Small	Adult Medium	Adult Large	Adult XL	Adult 2XL	Adult 3XL

Primary leader's name: \_\_\_\_\_

Primary leader's phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Attach Check

This form should not be submitted without an accompanying check made payable to the Chickasaw Council, BSA.



**Due Date:  
March 31**

# Unit Count Form

**KKSR  
2A**

The *Unit Count Form* indicates the number of Scouts that your unit plans to bring to camp. Scouts may be added to the count at a later time, pending available space and permission from the Reservation Director. Return this completed form with a payment of \$45 per Scout. This form should not be sent without accompanying payment. This fee is transferable, but not refundable. This form must be received for your unit to be granted access to the online merit badge and activities registration system. **Registration will begin after April 15 and all unit leaders will receive detailed communication prior to the online launch.**

Council: \_\_\_\_\_

Unit: \_\_\_\_\_

Please circle your week in camp:

Week 1: June 11-17

Week 4: July 2-8

Week 2: June 18-24

Week 5: July 9-15

Week 3: June 25-July 1

Troop Contact \_\_\_\_\_

Second Contact \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_

Home phone \_\_\_\_\_

Cell/work phone \_\_\_\_\_

Cell/work phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Our unit plans to bring \_\_\_\_\_ Scouts x \$45 = \_\_\_\_\_

Estimated number of adult leaders attending: \_\_\_\_\_

Check # \_\_\_\_\_, dated \_\_\_\_\_, for \$ \_\_\_\_\_ is attached.

### Attach Check

This form should not be submitted without an accompanying check made payable to Chickasaw Council, BSA. Please mail completed forms and payments to: KKSR Reservation Director  
171 S. Hollywood St.  
Memphis, TN 38112



**Kia Kima Scout Reservation**  
**2017 Summer Camp Application/Reservation Form**

**Today's Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Included is our \$100 deposit to reserve a campsite. A non-refundable, but transferable, reservation fee of \$45 per boy will be due by March 31. An additional \$100 per boy will be due on May 15. The initial \$100 deposit can be applied to "per boy" reservations. Troops that do not meet the above deadline can lose their campsite priority. The remainder of the camp fees will be due at Summer Camp check-in. Deposits not withdrawn by January 1 will be forfeited.

The leader registration fee is \$110. If your unit brings a minimum of five (5) Scouts, two leaders may attend at no cost. Additional leaders may attend at no cost based on the following ratio (free leader spots will not be credited until Summer Camp):

24 Scouts = 3 Adults

32 Scouts = 4 Adults

40+ Scouts = 5 Adults

Troop \_\_\_\_\_ District \_\_\_\_\_ Council \_\_\_\_\_

Date of Reservation \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Osage OR Cherokee**

Campsite Request: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

Estimated number attending: Youth \_\_\_\_\_ Adults \_\_\_\_\_

**Fee Schedule**

Adults - \$110.00

Youth - \$250.00 (in-Council)

\$265.00 (out-of-Council)

**Camp Schedule**

Week 1: June 11-17

Week 4: July 2-8

Week 2: June 18-24

Week 5: July 9-15

Week 3: June 25-July 1

**Please complete the information below before returning this form to the Council Office!**

**Please provide an email that is checked regularly, as we send updates by email.**

Name of person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please print clearly!

