

CAMPWAYS INFORMATION AND RESERVATION FORM-MILITARY REQUEST FOR INFORMATION ABOUT FACILITIES AT MILITARY INSTALLATION

To: _____ Date _____
Military installation

From: _____
Unit number Community Council

We are planning a tour through your area on _____ We would arrive _____ and depart _____
Approximate date Hour and date Hour and date

There will be _____ male Scouts/Venturers, _____ adult male leaders, _____ female Venturers, and _____ adult female leaders.

These meals would be desired _____ through _____
Breakfast, lunch, supper on date Specific meal on date

Please send information about cost and facilities available for visiting Scout or Venture group as checked: Overnight group campsites with latrine facilities and water supply nearby Barracks with cots and mattresses Barracks or other permanent shelter where we can use air mattresses, sleeping bag or blankets Hot showers Tours of installation Points of interest and recreational facilities at or near installation Separate housing for female Venturers or adult female leaders.

Any other information you can send us will be helpful in planning our trip. We are enclosing a self-addressed, stamped envelope and thank you for your help and cooperation.

Tour leader	Title	Address	Area code Telephone No.
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----- TOUR LEADER: Detach and keep reservation application below for follow-up use -----

RESERVATION APPLICATION FOR FACILITIES AT A MILITARY INSTALLATION (Any unit using military facilities must have a tour permit)

To the commander of _____ Date _____ No. in party _____
Military installation

From _____
Unit number Council name

We will be traveling with a (check one) National Tour Permit Local Tour Permit

Please reserve the following for us from _____ to _____
Date Date

Overnight group campsites with latrine facilities and water supply nearby Barracks with cots and mattresses

Barracks or other permanent shelter where we can use air mattresses, sleeping bags, or blankets Hot showers

Housing facilities for _____ female Venturers, _____ adult female leaders.

Facilities as listed _____

Tours as listed _____

We plan to arrive at _____ a.m. _____ a.m.
p.m. on Date and leave at p.m. on Date

First and last meals desired _____ and _____
Breakfast, lunch, supper on date specific meal on date

Our mode of transportation _____

Please furnish written directions to the installation entrance we are to use and the telephone number of escort or project officer.

We understand that we must present on arrival the self-addressed confirmation card that is enclosed, any fees for additional facilities requested from your list, and the tour permit checked above, which validates our reservation. We also understand that we must guarantee payment for all meals ordered by us unless we cancel our reservation (as early as possible, but not later than 24 hours prior to the day of our arrival).

Tour leader-print or type No.	Title	Address	Area code Telephone
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(For military Installation use)

_____ reservation application received _____ confirmation returned
Date Date

STEPS IN MAKING RESERVATIONS FOR FACILITIES AT MILITARY INSTALLATIONS

1. Unit decides to take trip; tour leader reads *Tours and Expeditions*, No. 33734.
2. Unit sets tentative dates, general travel route, and approximate stopover points.
3. Tour leader contacts local council service center to give brief description of tour plans, including facts in step 2. Requests names and addresses of military installations near stopover or visitation points. At the same time tour leader may request names and addresses of other overnight group facilities available through parks, government agencies, youth hostels, and local councils. Do not use this form to request information from these groups.
4. Using top part of this form and self-addressed stamped envelope, tour leader writes to military installations involved for information regarding reservations and points of interest. All military correspondence should be addressed to the commanding officer of the installation, attention of the Scout project officer for U.S. Air Force, Army, and National Guard installations; attention of Scouting liaison officer for Navy and Marine Corps installations.
5. Tour leader receives information sheets about overnight group campsites and facilities available and interesting places to visit in surrounding areas.
6. Tour leader then presents accumulated information to members of unit, who make definite decisions on routes, stopovers, points of interest to visit, and other plans.
7. Tour leader sends bottom part of this form to military installations concerned. For confirmation of reservations, tour leader sends a self-addressed postcard along with reservation form.
8. Tour leader completes appropriate tour permit application and submits to council service center.
9. Tour leader follows through with commitments made with military installations.
10. Tour leader reads the following agreement to the tour members and commits them to it.

WE AGREE THAT:

1. We will notify the military installation in all cases where our group is unable to arrive as scheduled. When plans change, we will notify installations at least 24 hours before scheduled arrival. In case of emergencies or breakdowns we will telephone as soon as we realize we cannot arrive-as scheduled.
2. If we do not have an advance reservation, we will not go to a military installation. We understand we will not be accepted without a reservation.
3. If the number in our group changes by more than three persons, we will notify military installation immediately.
4. We will not demand anything. We realize we are guests and will act as such.
5. Leaders will remain with Scouts or Venturers at all times during our visit.
6. Our leaders will never attempt to use their reserve or other military status to secure special services or favors.
7. We will write thank-you letters to commanding officers or letters of apology when our schedule is changed.
8. We understand that military requirements resulting in alerts or other unexpected activities may interrupt or interfere with our visits to and scheduled activities at military installations. *If this happens to our group we will accept it graciously and cooperate fully*
9. If our Venture unit has both male and female members we will make housing and adult-female leadership arrangements in accordance with the co-ed overnight policy for Venturers as outlined in the *Venturer Leader Handbook*. No. 34655A. If our Venture unit has male and female members, or if our Scout unit has male and female adult leaders, we will not plan to stay at military installations unless we receive a firm commitment for acceptable female housing.