



Refund Request form for 2026 Unit Renewal of Family Troop Hold Units

To submit a refund request for the 2026 Unit Renewal of Family Troop Hold Units:

1. Confirm there are no existing members in the Hold unit.
 - a. If there is, they need to be moved to another unit. Expiring the unit with anyone still on the roster will result in the individual(s) being expired as well. Should this happen the individual will have to reregister and council will need to submit a refund request for any double payment.
2. Complete this form in its entirety. *Incomplete forms will be declined.*
3. Email completed form to Lonnah.curry@scouting.org no later than January 31, 2026. All requests received after that date will be declined.
4. All refunds will be processed via ACH.

Council Name _____ Council Number _____

Hold Troop# _____ Primary Troop# _____

Date 2026 Unit Renewal was processed: ____/____/____

2026 Unit Renewal processed by: (circle one) Council or Unit

Name of Processor: _____

Refund Amount requested for 2026 Unit Renewal \$ _____

Attach proof of payment. *Forms submitted without proof of payment will be declined.*

Confirmed unit has no members: Yes or No Ready for unit to be expired: Yes or No

Name of person completing this form: _____

Title: _____ Phone: _____

Scout Executive Name: _____

Scout Executive Signature: _____

Date: _____

All refunds will be sent to the council through ACH.

The council is responsible for refunding the fees to the applicable units.