



BOY SCOUTS OF AMERICA®  
 PONY EXPRESS COUNCIL

**COPE Letter of Agreement**

Name of Organization:	
Address:	
Name of Responsible Individual:	Phone:
Email:	
This agreement covers: COPE Course	
Arrival Date & Time:	Departure Date & Time:
Event: ____ High & Low Course (\$25 per person) ____ Low Course Only (\$15 per person) ____ Other _____	
Number of Participants: ____ Youth ____ Adult	
Total Fees: _____ <b>(To be paid at least two weeks prior to your event.)</b>	
Organization Leader Signature:	Date:

The following documents are required to be turned in at least two weeks prior to your event:

1. An Organizational Hold-Harmless Agreement, fully executed
2. A roster of all participants
3. Medical Form Part A: Informed Consent, Release Agreement, and Authorization for each participant  
 (Scouting groups should retain the original Medical Form Part A and give a copy to the office.)

The following documents are required to be turned in to the COPE instructor on the day of your event:

1. A copy of the roster of all participants
2. Medical Form Part B: General Information/Health History for each participant  
 (This form will be returned to each participant at the end of your event.)

**Please return this agreement along with the other required documents and fees to the Pony Express Council office at least two weeks prior to your event.**

**Send to:  
 Pony Express Council BSA  
 1704 Buckingham Street  
 St. Joseph, MO 64506**