



COPE Letter of Agreement

Name of Organization/Group:	
Address:	
Name of Responsible Individual:	Phone:
Email:	
This agreement covers: COPE Course	
Arrival Date & Time:	Departure Date & Time:
Pricing: High & Low Course (\$25 per person) Low Course Only (\$15 per person) Other _____	
Low Cope ½ Day Morning _____ or Afternoon _____	All Day Full COPE Low & High _____ (low course starts at 9am break for lunch high course)
Number of Participants: _____ Youth _____ Adult	
Total Fees: _____ (To be paid at the council office only at least one week prior to your event)	
Organization Leader Signature:	Date:

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

1. COPE Letter of Agreement
2. An Organizational Hold-Harmless Agreement fully executed.

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

1. Roster of all participants
2. Medical Forms Part A and all of B: General Information/Health History for each participant. These forms will be given back to your group before you leave on the day of your event.

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

**Mail to:
 Pony Express Council
 1704 Buckingham Street
 St. Joseph, MO 64506
 OR email it back to your Scout Office contact**