

CAMPSITE DEPARTURE REPORT FORM

This form must be completed in order to process your security deposit refund.

For all troops/groups/service units and non-Girl Scout groups, complete and return this form immediately upon completion of your camping event.

For troops/groups meeting regularly at a campsite, complete and return this form at the end of your reservation period.

Return this form to: GSWPA, 5681 Route 6N, Edinboro, PA 16412

CAMP USED _____ Unit or building _____

Dates in camp: Arrival date _____ Departure date _____

Group Leader's Name _____ Phone _____

Address _____
Street City State Zip

County _____ Email Address _____

Would you or a member of your group be interested in being a member of an outdoor property or program team?

☐ Yes, outdoor property team ☐ Yes, program team ☐ No thank you

GIRL SCOUT MEMBERS: Troop # _____ Service Unit # and Name _____

Daisy _____ # Brownie _____ # Junior _____ # Cadette _____ # Senior _____ # Ambassador _____

Total Girls _____ # Adults _____

NON-GIRL SCOUT GROUPS: # Girls _____ # Boys _____ # Adults _____ Total # _____

Incidents, accidents or injuries:

Please describe.

Did you complete a service project while at camp?

If so, please describe.

What type of activities did you participate in while at this site?

Check all applicable activities or describe.

☐ Hiking ☐ Outdoor Cooking ☐ Nature Exploration ☐ Water (swimming or boating)
☐ Other (please describe) _____

Did you travel off-site to local attractions? ☐ Yes ☐ No

Which attraction(s) _____

To ensure better camping experiences at our properties, please number the following as they apply.

(1) Satisfactory (2) Unsatisfactory

_____ Check-in/Safety review with Ranger

_____ Cleanliness of buildings used

_____ Cleanliness of restrooms

_____ Fireplace/Fire circle

_____ Kitchen equipment

_____ Program equipment

_____ Hiking trails

_____ Confirmation materials

Further comments: _____

(Over) You MUST complete the Campsite Cleaning Checklist ➡



CAMPSITE CLEANING CHECKLIST

Did You? Please check beside each item.

- | | |
|---|---|
| <input type="checkbox"/> Leave the site better than it was found | <input type="checkbox"/> Return any borrowed items to their original location. |
| <input type="checkbox"/> Clean refrigerator - remove all food | <input type="checkbox"/> Clean fireplace and outside fire circle |
| <input type="checkbox"/> Clean kitchen sink | <input type="checkbox"/> Dispose of ashes properly |
| <input type="checkbox"/> Clean stove and oven | <input type="checkbox"/> Leave firewood for the next group |
| <input type="checkbox"/> Clean counters and tables | <input type="checkbox"/> Pick up litter inside & outside |
| <input type="checkbox"/> Wipe mattresses | <input type="checkbox"/> Dispose of garbage properly |
| <input type="checkbox"/> Clean toilets and bathroom sinks (adults only) | <input type="checkbox"/> Recycle, if available, or take recyclables home |
| <input type="checkbox"/> Clean shower | <input type="checkbox"/> If accessible, turn thermostat to 55 (during heating season) before you leave site |
| <input type="checkbox"/> Sweep building and/or shelter floors | <input type="checkbox"/> Turn off lights and spigots |
| <input type="checkbox"/> Sweep tent, yurt or cabin floors | <input type="checkbox"/> Close all doors |
| <input type="checkbox"/> Close and tie all tent flaps | <input type="checkbox"/> Shut and lock windows |
| <input type="checkbox"/> Mop building floors with water only | |
| <input type="checkbox"/> Vacuum carpeted floors | |
|
<input type="checkbox"/> Remove all troop and personal supplies | |

We believe this campsite was in good order when we left AND that we completed our cleaning as noted above. We understand that our security deposit may be forfeited if upon inspection of the unit(s) any of these items were not adequately completed or if damages are observed.

Signature of Leader _____ Phone _____

Signature of Girl _____ Phone _____