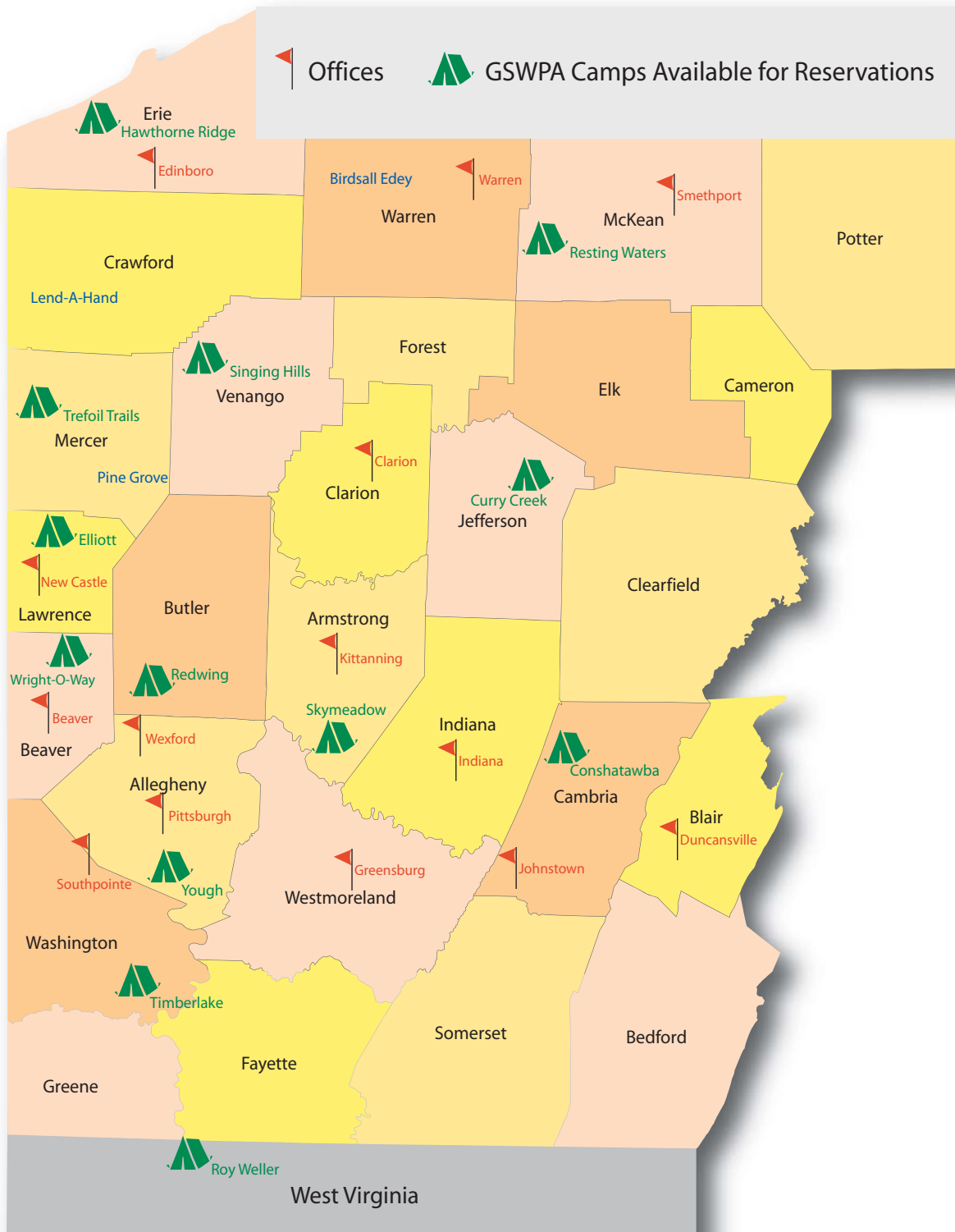


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Girl Scouts Western Pennsylvania Campsite Resource Manual



Girl Scouts Western Pennsylvania



Reservations are available at those GSWPA camp properties that are identified with a tent symbol.

CAMPSITE RESOURCE MANUAL

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INTRO TO THE GSWPA CAMPSITE RESOURCE MANUAL

This manual contains a facility chart, procedures and forms to register for the council’s campsites and program centers.

Girl Scout troops/groups planning a camping trip to a council campsite or program center or a non-council site must obtain council permission. This permission is secured by completing the appropriate reservation or approval form.

Follow the steps below to reserve a site:

1. Select the operating procedure for reservation type
2. Select the corresponding reservation form
3. Submit all completed forms and security deposit/payment to:

GSWPA, 5681 Route 6N, Edinboro, PA 16412

Note: All reservations are by mail only

For questions about a campsite facility (not to reserve) contact:

Camp	Phone	Email
Conshatawba	800-248-3355, Ext. 1605	conshatawba@gswpa.org
Curry Creek	800-248-3355, Ext 1605	currycreek@gswpa.org
Elliott	800-248-3355, Ext. 1302	elliott@gswpa.org
Hawthorne Ridge	800-248-3355, Ext. 1422	hawthorneridge@gswpa.org
Redwing	800-248-3355, Ext. 1019	redwing@gswpa.org
Resting Waters	800-248-3355, Ext. 1409	restingwaters@gswpa.org
Roy Weller	800-248-3355, Ext. 1019	royweller@gswpa.org
Singing Hills	800-248-3355, Ext. 1409	singinghills@gswpa.org
Skymeadow	800-248-3355, Ext. 1125	skymeadow@gswpa.org
Timberlake	800-248-3355, Ext. 1125	timberlake@gswpa.org
Trefoil Trails	800-248-3355, Ext. 1302	trefoiltrails@gswpa.org
Wright-O-Way	800-248-3355, Ext. 1302	wrightoway@gswpa.org
Yough	800-248-3355, Ext. 1125	yough@gswpa.org



OUTDOOR TRAINING AND CERTIFICATION(S)

Outdoor Training Courses (required for GSWPA troops/groups)

The leader, or another troop adult, must attend the appropriate Outdoor Training if the troop will participate in overnight and camping activities.

For the Use of Lodges:

Course: Outdoor 101

Prerequisite: Leadership Essentials

This course focuses on age appropriate activities, outdoor progression, reservation procedures, safety hazards in the out-of-doors, fire safety when using a fireplace and planning in partnership with girls for a lodge camping experience. This course is also available online and meets the volunteer development requirements for overnights in lodges.

For any Outdoor Fires and Cabins

Course: Basic Camping Skills

Prerequisite: Outdoor 101

This 4-hour course focuses on understanding how to make, use and distinguish a campfire, tips on planning, preparation and clean-up steps for a cook-out, learning basic tool craft and elementary knots, making simple meals, knife safety, graces to use in the camp setting and learning how work in partnership with girls for outdoor cooking experiences. This outdoor training is geared to, but not limited to, Girl Scout Brownie and Girl Scout Junior troop leaders. By taking this training, you will be able to do overnights in lodges and cabins at council owned properties.

For Platform Tent Camping and Tent Pitching:

Course: Basic Platform Tent and Yurt Camping Skills

Prerequisite: Outdoor 101 and Basic Camping Skills

This overnight course, approximately 21 hours long, focuses on a camping experience in tents, including platform tents and yurts. Included in this course is care and use of tents and yurts, more outdoor cooking options, knots needed for platform tents and yurt camping, simple lashing skills, advanced tool craft, care and use of lanterns and nature skills. This outdoor training is geared to, but not limited to, Girl Scout Junior, Girl Scout Cadette, Girl Scout Senior, and Girl Scout Ambassador troop leaders.



First Aid/CPR Training (required for Girl Scout troops/groups)

First Aid training is required of the adult acting as the primary first-aider for the Girl Scout group activities indicated in the Activity Checkpoints in the GSUSA publication, *Safety-Wise*. Refer to *Safety-Wise*, page 36 and pages 78-135. Girl Scout accepted First Aid courses are listed in *Safety-Wise*, page 37.

Optional Training (optional training that may be required)

Lifeguard Certification

1. Must hold certification from one of the following:
 - a. American Red Cross Lifeguard Training
 - b. YMCA Lifeguard Training
 - c. National Pool and Waterpark Lifeguard Training
 - d. United States Lifesaving Association
 - e. Boy Scouts of America Lifeguarding
2. The primary lifeguard must be at least 18 years of age.
3. One lifeguard must be provided for every 25 swimmers.

Archery Certification

An instructor certified through the National Archery Association is required for archery activities.

Watercraft Certification

1. Must hold certification from one of the following:
 - a. American Canoe Association
 - b. American Red Cross Small Craft Safety
2. A person with lifeguard certification must also be present.
3. For further information, please refer to Activity Checkpoints in the GSUSA publication, *Safety-Wise*, pages 112-119 .



Firearms Certification

1. Written authorization must be given by Girl Scout Council.
2. Girls must be 12 years old and properly supervised and insured.
3. Only professionally insured and licensed or certified instructors should be chosen to conduct activity.
4. Extreme weather conditions or unforeseen problems may necessitate cancellation immediately prior to or during the activity (*Safety-Wise*, page 80).

Facility Information Chart

As of 1-8-10

Facility Information Chart Key

Facility Cabin, Lodge, Tent/Yurt Unit or Primitive site

Winter ✓ = winterized, Semi = fireplace or a small space heater, No = not winterized.

Sleep Area Bunk Beds, Cots or Mattresses available.

Electric ✓ = electricity in the building. WH = electricity in the wash house ONLY.

Restroom Inside = indicates flush toilets or composting toilets and wash areas are located inside the unit house or lodge.

Nearby = flush or composting toilets in a separate wash house. Latrine = pit-style latrine and separate wash area.

Kitchen ✓ = complete kitchen with stove, refrigerator, sink. Outside = grill/barbecue pit or fireplace, with nearby refrigeration. No = campfire cooking only; access to refrigeration upon request.

Water ✓ = water from a spigot in the unit/building. Pump = water pump in the unit. WN = Water nearby.

Showers ✓ = indoor showers available, SN = Showers nearby.

Fireplace/Fire Circle FP = indoor, log-burning fireplace. FC = indicates there is a fire circle outside.

Phone ✓ = telephone located directly in that lodge or unit.

Shelter ✓ = open-sided covered shelter. E = enclosed, non-winterized building. P = covered porch with a fireplace.

Dates Open YR = Year round or dates listed.

Camp / Unit	Facility	Capacity	Girl Scout Fee		Winter	Sleep Area	Water	Electric	Restroom	Shower	Kitchen	Fireplace/ Fire Circle	Shelter	Dates open
			1 Night	2 Nights										
CONSHATAWBA - Cambria County														
Boeing Lodge	Lodge	28	55	80	✓	Bunks	✓	✓	Inside	✓	✓	FP/FC	No	YR
Conestoga Cabins	Cabin Unit	32	25	40	No	Bunks	✓	✓	Inside	SN	Outside	FC	✓	May 1-Oct.1
Director's Lodge	Lodge	20	45	70	✓	Bunks	✓	✓	Inside	✓	✓	FP/FC	No	YR
Memory Lodge	Lodge	40	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Merry Go Round	Lodge	15	25	40	✓	Mattress	✓	✓	Inside	SN	✓	FP/FC	No	May 1-Oct.1
Overlook Lodge	Lodge	32	55	80	✓	Bunks	✓	✓	Inside	✓	✓	FP/FC	No	YR
Seneca Lodge w/ tents	Lodge	30	45	60	✓	Mattress	✓	✓	Inside	SN	✓	FP/FC	No	May 1-Oct.1
	Tent Unit	28	No Fee	No Fee	No	Cots	WN	no	Nearby	SN	No	FC	No	May 1-Oct.1
Shawnee Tents	Tent Unit	24	25	40	No	Cots	✓	WH	Inside	SN	Outside	FC	✓	May 1-Oct.1
Totals for whole camp		249	320	480										
Whole camp discount 100 members or to capacity			160	240										
CURRY CREEK - Jefferson County														
Cherokee - Primitive	no structure	n/a	10	20	No	n/a	WN	no	Nearby	SN	No	FC	No	May 1-Oct.1
Dining Hall	Lodge	40	35	60	No	Mattress	✓	✓	Inside	SN	✓	FP	E	May 1-Oct.1
Jackie Schoch	Lodge	20	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	✓	YR
Mohawk Tents	Tent Unit	24	25	40	No	Cots	✓	no	Flush	SN	No	FC	✓	May 1-Oct.1
Recreation Hall	Lodge	30	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	✓	YR
Seneca Tents	Tent Unit	32	25	40	No	Cots	✓	no	Flush	SN	No	FC	✓	May 1-Oct.1
Wet n Wild	Tent Unit	32	25	40	No	Cots	✓	no	Latrine	SN	No	FC	✓	May 1-Oct.1
Totals for whole camp		178	210	340										
Whole camp discount 100 members or to capacity			105	170										
ELLIOTT - Lawrence County														
Eagle's Nest - Primitive Site	Prim	8	10	20	No	n/a	No	No	No	No	No	FC	No	May 1-Oct.1
Elliott Lodge	Lodge	32	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	✓	YR
Bayberry	Tent Unit	28	25	40	No	Cots	✓	WH	Nearby	SN	No	FP/FC	✓	May 1-Oct.1
Morningside	Tent Unit	28	25	40	No	Cots	✓	WH	Nearby	SN	No	FP/FC	✓	May 1-Oct.1
Shepp Lodge	Activity	50	25	50	✓	Mattress	✓	✓	Inside	✓	No	NA	No	YR
Woods Edge Lodge	Lodge	50	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Totals for whole camp		196	175	290										
Whole camp discount 100 members or to capacity			87.5	145										
HAWTHORNE RIDGE - Erie County														
Athodanac (rustic cabins)	Cabins	40	25	40	No	Bunks	WN	No	Nearby	SN	No	FP/FC	E	May 1-Oct.1
Beechwood	Tent Unit	30	25	40	No	Cots	WN	No	Nearby	SN	No	FP/FC	✓	May 1-Oct.1
Curtze	Cabin	20	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Daisy	Cabin	30	35	60	✓	Mattress	Pump	✓	Latrine	No	✓	FC	No	YR
Falk Run	Cabin	16	35	60	✓	Mattress	✓	✓	Inside	✓	✓	FC	No	YR
Green Glen - Primitive Site	no structure	n/a	10	20	No	n/a	Pump	No	Nearby	SN	No	FC	E	May 1-Oct.1
McBrier	Cabin	16	25	40	✓	Mattress	Pump	✓	Latrine	No	✓	FP/FC	No	YR
Perry	Cabin	30	35	60	✓	Mattress	Pump	✓	Latrine	No	✓	FC	No	YR
Racoon Run	Cabin	15	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FC	No	YR
Tanglewood	Tent Unit	30	25	40	No	Cots	Pump	No	Nearby	SN	No	FP/FC	✓	May 1-Oct.1
Thompson Hall	Lodge	24	45	70	✓	Mattress	✓	✓	Nearby	SN	✓	FP/FC	No	YR
Totals for whole camp		251	350	570										
Whole camp discount 100 members or to capacity			175	285										

Facility Information Chart

As of 1-8-10

Facility Information Chart Key

Facility Cabin, Lodge, Tent/Yurt Unit or Primitive site

Winter ✓ = winterized, Semi = fireplace or a small space heater, No = not winterized.

Sleep Area Bunk Beds, Cots or Mattresses available.

Electric ✓ = electricity in the building. WH = electricity in the wash house ONLY.

Restroom Inside = indicates flush toilets or composting toilets and wash areas are located inside the unit house or lodge.

Nearby = flush or composting toilets in a separate wash house. Latrine = pit-style latrine and separate wash area.

Kitchen ✓ = complete kitchen with stove, refrigerator, sink. Outside = grill/barbecue pit or fireplace, with nearby refrigeration. No = campfire cooking only; access to refrigeration upon request.

Water ✓ = water from a spigot in the unit/building. Pump = water pump in the unit. WN = Water nearby.

Showers ✓ = indoor showers available, SN = Showers nearby.

Fireplace/Fire Circle FP = indoor, log-burning fireplace. FC = indicates there is a fire circle outside.

Phone ✓ = telephone located directly in that lodge or unit.

Shelter ✓ = open-sided covered shelter. E = enclosed, non-winterized building. P = covered porch with a fireplace.

Dates Open YR = Year round or dates listed.

Camp / Unit	Facility	Capacity	Girl Scout Fee		Winter	Sleep Area	Water	Electric	Restroom	Shower	Kitchen	Fireplace/ Fire Circle	Shelter	Dates open
			1 Night	2 Nights										
EDINBORO PROGRAM LEADERSHIP - Erie County														
Edinboro Activity Room	Room	32	55	80	✓	Mattress	✓	✓		✓	✓	FC	n/a	YR
REDWING - Butler County														
Christy	Tent Unit	30	25	40	No	Cots	✓	WH	Nearby	✓	Outside	FC	✓	May 1-Oct.1
Dining Hall (not for sleeping)	Lodge	Seats 160	55	80	✓	n/a	✓	✓	Inside	n/a	✓	FP	No	YR
Mary Lodge & Tent Unit	Lodge &	36	55	80	✓	Bunks	✓	✓	Inside	✓	✓	FP	✓	YR
	Tent Unit	24	no fees	no fees	No	Cots	✓	✓	Nearby	✓	✓	FC	✓	May 1-Oct.1
Orchard Cabin and Tent Unit	Cabin	0	35	60	Semi	n/a	✓	✓	Nearby	SN	✓	FP	✓	April 1-Oct 30
	Tent Unit	24	no fees	no fees	No	Cots	✓	✓	Nearby	SN	✓	FC	✓	May 1-Oct.1
Sunnybanks	Tent Unit	30	25	40	No	Cots	✓	WH	Nearby	✓	Outside	FC	✓	May 1-Oct.1
The Haven & Tent Unit	Lodge &	20	55	80	✓	Bunks	✓	WH	Inside	✓	✓	FP	✓	YR
	Tent Unit	36	no fees	no fees	No	Cots	✓	WH	Nearby	✓	✓	FC	✓	May 1-Oct.1
Trails End	Yurt Unit	30	35	60	No	Bunks	✓	in shelter	Nearby	✓	Outside	FP/FC	E	May 1 -Oct.15th
Totals for whole camp		230	285	440										
Whole camp discount 100 members or to capacity			142.5	220										
RESTING WATERS* - McKean County														
Eveningstar Tents	Tent Unit	40	25	40	No	Cots	✓	No	Latrine	No	No	FC	✓	May 1-Oct.1
Morningstar Tents	Tent Unit	24	25	40	No	Cots	WN	No	Latrine	No	No	FC	✓	May 1-Oct.1
Rainbow Lodge	Lodge	40	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Senior Unit - Primitive	no structures	n/a	10	20	No	n/a	Pump	No	Latrine	No	No	FC	✓	May 1-Oct.1
Sunshine Chalet	Lodge	24	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Totals for whole camp		128	150	240										
Whole camp discount 35% of capacity minimum 84 to 128			75	120										
ROY WELLER - Preston County, WV														
Eagle Lodge	Lodge	28	55	80	✓	Bunks	✓	✓	Inside	✓	✓	FP/FC	P	YR
Fawn Lodge	Lodge	28	55	80	✓	Bunks	✓	✓	Inside	✓	✓	FP/FC	P	YR
The Hideaway	Lodge	20	55	80	✓	Bunks	✓	✓	Inside	✓	✓	FC	No	YR
Primitive Sites 1 & 2	Prim	n/a	10	20	No	n/a	✓ Site1 -	No	Latrine	No	No	FC	✓	May 1 -Oct.1
Totals for whole camp		76	175	260										
Whole camp discount 35% of capacity minimum 49-76			87.5	130										

Facility Information Chart

As of 1-8-10

Facility Information Chart Key

Facility Cabin, Lodge, Tent/Yurt Unit or Primitive site

Winter ✓ = winterized, Semi = fireplace or a small space heater, No = not winterized.

Sleep Area Bunk Beds, Cots or Mattresses available.

Electric ✓ = electricity in the building. WH = electricity in the wash house ONLY.

Restroom Inside = indicates flush toilets or composting toilets and wash areas are located inside the unit house or lodge.

Nearby = flush or composting toilets in a separate wash house. Latrine = pit-style latrine and separate wash area.

Kitchen ✓ = complete kitchen with stove, refrigerator, sink. Outside = grill/barbecue pit or fireplace, with nearby refrigeration. No = campfire cooking only; access to refrigeration upon request.

Water ✓ = water from a spigot in the unit/building. Pump = water pump in the unit. WN = Water nearby.

Showers ✓ = indoor showers available, SN = Showers nearby.

Fireplace/Fire Circle FP = indoor, log-burning fireplace. FC = indicates there is a fire circle outside.

Phone ✓ = telephone located directly in that lodge or unit.

Shelter ✓ = open-sided covered shelter. E = enclosed, non-winterized building. P = covered porch with a fireplace.

Dates Open YR = Year round or dates listed.

Camp / Unit	Facility	Capacity	Girl Scout Fee		Winter	Sleep Area	Water	Electric	Restroom	Shower	Kitchen	Fireplace/ Fire Circle	Shelter	Dates open
			1 Night	2 Nights										
SINGING HILLS - Venango County														
Birdsong - Primitive	no structures	n/a	10	20	No	n/a	No	No	Latrine	No	No	FC	✓	May 1-Oct.1
Eveningsong Lodge	Lodge	40	45	70	✓	Mattress	✓	✓	Nearby	✓	✓	FP/FC	No	YR
Firesong Lodge	Lodge	12	35	60	No	Mattress	✓	✓	Latrine	✓	✓	FP/FC	No	May 1-Oct.1
Morningsong Lodge	Lodge	40	45	70	✓	Mattress	✓	✓	Nearby	✓	✓	FP/FC	No	YR
Springsong Tent Unit	Tent Unit	35	25	40	No	Mattress	✓	✓	Latrine	No	No	FC	✓	May 1-Oct.1
Starsong Outdoor Unit	Tent/Yurt	40	35	60	No	Mattress	✓	✓	Nearby	✓	No	FC	✓	May 1-Oct.1
Whispersong Tent Unit	Tent Unit	24	25	40	No	Cots	✓	✓	Latrine	✓	Outside	FC	✓	May 1-Oct.1
Windsong - Primitive	no structures	n/a	10	20	No	n/a	No	No	Latrine	No	No	FC	✓	May 1-Oct.1
Totals for whole camp		191	230	380										
Whole camp discount 100 members or to capacity			115	190										
SKYMEADOW - Armstrong County														
Alpine Lodge	Lodge	40	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Alpine Tents	Tent Unit	36	25	40	No	Cots	✓	✓	Latrine	SN	No	FC	✓	May 1-Oct.1
Evergreen Lodge	Lodge	30	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Forest Lodge	Lodge	40	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Forest Tents	Tent Unit	36	25	40	No	Cots	✓	✓	Latrine	SN	No	FC	✓	May 1-Oct.1
Orchard Lodge	Lodge	40	45	70	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	No	YR
Totals for whole camp		222	230	360										
Whole camp discount 100 members or to capacity			115	180										
TIMBERLAKE - Washington County														
Timberlake Lodge	Lodge	28	55	80	✓	Bunks	✓	✓	Inside	✓	✓	FP/FC	✓	YR
Gypsy Tent Unit	Tent Unit	28	25	40	No	Cots	Pump	No	Latrine	no	No	FC	✓	May 1-Oct.1
Brownieland Shelter (daytime use only)	Pavilion	50	n/a	n/a	No	n/a	WN	No	Latrine	no	No	FC	✓	May 1 -Oct.15th
TREFOIL TRAILS - Mercer County														
Chadderton	Cabin	10	35	60	No	Bunks	✓	✓	Inside	SN	Shared	FC	No	May 1- Oct 1
Hudson	Cabin	10	35	60	No	Bunks	✓	✓	Inside	SN	Shared	FC	No	May1- Oct 1
Margaret Walker Lodge	Lodge	30	55	80	✓	Mattress	✓	✓	Inside	✓	No	FP/FC	No	YR
Farm House	House	20	35	60	No	Mattress	✓	✓	Inside	SN	✓	FC	No	May 1- Oct 1
Walker	Cabin	10	35	60	No	Bunks	✓	✓	Inside	SN	Shared	FC	No	May 1- Oct1
Totals for whole camp		80	195	320										
Whole camp discount 35% of capacity minimum 52 to 80			97.5	160										
WRIGHT-O-WAY - Beaver County														
Wright O Way Lodge	Lodge	30	35	60	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC	✓	YR
Wright O Way Pavilion	Pavilion	50	n/a	n/a	No	n/a	WN	✓	Nearby	No	No	FC	✓	May 1-Oct.1
CAMP YOUGH - Allegheny County														
Friendship Hall (seats 100)	Lodge	sleeps 40	55	80	✓	Mattress	✓	✓	Inside	✓	✓	FP/FC		YR
Yough Lodge	Lodge	28	55	80	✓	Bunk	✓	✓	Inside	✓	✓	FP/FC	✓	YR
Troop House	Lodge	28	55	80	✓	Bunk	✓	✓	Inside	✓	✓	FP/FC	✓	YR
Yough Cabins (8)	Cabins	24	25	40	No	Cot	Pump	WH+	Inside	SN	No	FC	✓	May 1 -Oct.15th
Totals for whole camp		120	190	280										
Whole camp discount 35% of capacity minimum 78 to 120			95	145										

OPERATING PROCEDURES

PROCEDURE:	TROOP CAMPING RESERVATION COUNCIL-OWNED SITES	PM 017
Date: Effective	November 1, 2008	Revised:
Department:	Outdoor Program	
Approval:	_____	

PROCEDURES FOR RESERVING COUNCIL-OWNED SITES

- Troops may reserve a site up to six months in advance.
- Reservations are processed by postmark dates only. No walk-ins will be accepted.
- Reservation forms received with the same postmark date that request the same site and usage date, will be chosen by a lottery system.
- All reservations must be submitted on the Campsite Reservation Form via mail to GSWPA, 5681 Route 6N, Edinboro, PA 16412. Make checks payable to GSWPA. The appropriate security deposit must accompany the form. Incomplete forms will not be processed.
- Please list alternate dates/sites on Campsite Reservation Form. If all dates/sites are unavailable, you will be notified by email.
- Reservations will not be accepted less than two weeks in advance of the desired date.
- Sites may be reserved by troops no more than twice in a six month time period.
- A confirmation packet will be sent within 10 days of a reservation being secured.
- If using a site other than a council-owned site, follow the operating procedure for reserving non-council owned sites.
- If requesting additional equipment, complete the Equipment Reservation Form and submit with the appropriate fee.

PAYMENTS/CANCELLATIONS

- Troops are required to send the appropriate security deposit (see Campsite Reservation Form) to hold the reservation. Security deposits will be refunded upon receipt of Campsite Departure Report Form. This is providing no damages are found, after camping, during facility inspection.
- The final payment is due four weeks in advance of the reservation date.
- A payment due notice will be sent with the confirmation packet.
- Troops forfeit the security deposit if a facility is left in unsatisfactory condition or a reservation is cancelled less than six weeks in advance.
- An additional fee may be assessed if damages exceed the amount of the security deposit.
- If a reservation is secured less than six weeks in advance, and then subsequently cancelled, the security deposit will not be refunded.
- Troops who cancel a reservation at least six weeks in advance will be issued a credit slip, equal to the amount of the security deposit, for future campsite use. Any fee paid by the troop will then be refunded. The credit slip must be used within the calendar year.
- Reservations must be paid in full four weeks prior to camp dates or your reservation will be cancelled.

OPERATING PROCEDURES

PROCEDURE:	SERVICE AREA CAMPING RESERVATION COUNCIL-OWNED SITES	PM 018
Date: Effective	November 1, 2008	Revised:
Department:	Outdoor Program	
Approval:	_____	

PROCEDURES FOR RESERVING COUNCIL-OWNED SITES

- Service Areas coordinating programs for multiple troops may reserve camp facilities up to 12 months in advance.
- Reservations are processed by postmark dates only. No walk-ins will be accepted.
- Reservation forms received with the same postmark date that request the same site and usage date, will be chosen by a lottery system.
- All reservations must be submitted on the Campsite Reservation Form via mail to GSWPA, 5681 Route 6N, Edinboro, PA 16412. Make checks payable to GSWPA.
The appropriate security deposit for each building/unit must accompany the form. Incomplete forms will not be processed.
- Please list alternate dates/sites on Campsite Reservation Form. If all dates/sites are unavailable, you will be notified by email.
- Reservations will not be accepted less than two weeks in advance of the desired date.
- Service Areas may reserve a specific camp ONCE per calendar year during peak times (March-October).
- A confirmation packet will be sent within 10 days of a reservation being secured.
- If using a site other than a council owned site, follow the operating procedure for reserving non-council owned sites.
- If requesting additional equipment, complete the Equipment Reservation Form and submit with the appropriate fee.

PAYMENTS/CANCELLATIONS

- Service Areas are required to send the appropriate security deposit, per building/unit requested, (see Campsite Reservation Form) to hold the reservation. Security deposits will be refunded after camping, upon receipt of Campsite Departure Report Form.
This is providing no damages are found during the facility inspection.
- Fees will be based on the number of actual facilities reserved. The final payment will be due four weeks prior to the reservation date.
- A payment due notice will be sent with the confirmation packet.
- Service Areas forfeit the security deposit if a facility is left in unsatisfactory condition or a reservation is cancelled less than three months in advance.
- An additional fee may be assessed if damages exceed the amount of the security deposit.
- Service Areas who cancel a reservation at least six weeks in advance will be issued a credit slip, equal to the amount of the security deposit, for future campsite use.
Any fee paid on a cancelled site will be refunded. The credit slip must be used within the calendar year.
- Reservations must be paid in full 4 weeks prior to camp date or your reservation will be cancelled.

OPERATING PROCEDURES

PROCEDURE:	OUTSIDE GROUP CAMPING RESERVATION COUNCIL-OWNED SITES	PM 019
Date: Effective	November 1, 2008	Revised:
Department:	Outdoor Program	
Approval:	_____	

PROCEDURES FOR RESERVING COUNCIL-OWNED SITES

- Non-council or outside groups may reserve a site up to six months in advance.
- Reservations are processed by postmark dates only. No walk-ins will be accepted.
- All reservations must be submitted on the Campsite Reservation Form via mail to GSWPA, 5681 Route 6N, Edinboro, PA 16412. Makes checks payable to GSWPA. The appropriate security deposit must accompany the form. Incomplete forms will not be processed.
- Please list alternate dates on the Campsite Reservation Form. If all dates are unavailable, your form will be returned by mail.
- Reservations will not be accepted for campsites less than two weeks in advance of desired date.
- A confirmation packet will be sent within 10 days of a reservation being secured.
- If requesting additional equipment, complete the Equipment Reservation Form and submit with the appropriate fee.

PAYMENTS/CANCELLATIONS

- Non-council groups are required to send the appropriate security deposit (see Campsite Reservation Form) to hold the reservation. Security deposits will be refunded upon receipt of Campsite Departure Report Form. This is providing no damages are found during facility inspection.
- Final payment is due four weeks in advance for all non-council groups.
- A payment due notice will be sent with the confirmation packet.
- Non-council groups forfeit the security deposit if the facility is left in unsatisfactory condition or a reservation is cancelled less than six weeks in advance.
- An additional fee may be assessed if damages exceed the amount of the security deposit.
- Non-council groups who cancel a reservation at least six weeks in advance will be issued a refund of the security deposit (minus a 25 percent processing fee) and 100 percent of any fees paid.
- If a reservation is secured less than six weeks in advance and then subsequently cancelled, the security deposit will not be refunded.
- Reservations must be paid in full four weeks prior to camp dates or your reservation will be cancelled.



CAMPSITE RESERVATION FORM

Refer to the GSWPA Campsite Resource Manual for a complete list of camp lodges, cabins, tents, yurts and reservation procedures.

Complete this form and include a security deposit (\$25 per building/unit for Girl Scout Troops/Service Areas, \$100 per building/unit for Non-Council groups) and mail to: GSWPA, 5681 Route 6N, Edinboro, PA 16412.

FOR COUNCIL USE ONLY: Confirmation Sent	
Date _____	Initials _____
Security Deposit Issued	
Date _____	Initials _____

Make check payable to GSWPA. Incomplete forms will be returned.

Sites must be reserved and fees paid in full at least four weeks prior to camp date reservation, or your reservation will be cancelled.

TROOP OR GROUP INFORMATION

Troop # _____ Service Area # _____ County _____ Grade Level _____

Purpose of trip _____

Contact Name _____ Title _____

Address _____

Street _____ City _____ State _____ Zip _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Preferred method of reservation confirmation? mail E-mail

Adult in charge of stay _____

Day Phone _____ Evening/Cell # _____

E-mail _____

Troop or Group / Service Area Emergency Contact at Home _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Expected Number Attending Girls _____ Boys _____ Adults _____

CERTIFIED/TRAINED ADULTS *(Must be present at all times during stay AND must submit copies of certifications/ training cards.)*

First Aid Certified Adult _____ Exp. Date _____

CPR Certified Adult _____ Exp. Date _____

Outdoor Course 1 Trained Adult _____ Course Date _____
(applies to Girl Scout Troops/Groups ONLY)

Outdoor Course 2 Trained Adult _____ Course Date _____
(applies to Girl Scout Troops/Groups ONLY)

Outdoor Course 3 Trained Adult _____ Course Date _____
(applies to Girl Scout Troops/Groups ONLY)

Adult _____ Course Name _____ Exp. Date _____

Adult _____ Course Name _____ Exp. Date _____

(Over)



SITE RESERVATION *(Council sites only. Non-Council owned sites must fill out a Troop/Service Area Camping Approval Form.)*

Camps

Conshatawba	Redwing	Skymeadow	Yough
Curry Creek	Resting Waters	Timberlake	Edinboro Program
Elliott	Roy Weller	Trefoil Trails	Leadership Center
Hawthorne Ridge	Singing Hills	Wright-O-Way	

1—Indicate Facility(s) Requested *(Refer to the GSWPA Campsite Resource Manual for a complete list of camp lodges, cabins, tents and yurts. For more information, visit our Web site at www.gswpa.org.)*

First Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 4:00 PM)* _____ Departure Time *(not after 3:00 PM)* _____

Second Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 4:00 PM)* _____ Departure Time *(not after 3:00 PM)* _____

Third Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 4:00 PM)* _____ Departure Time *(not after 3:00 PM)* _____

2—Equipment / Pool Rental / Instructor Request

Check this box if you are requesting any additional equipment or swimming pool rental. Please fill out attached Equipment Reservation Form and submit with Campsite Reservation Form.

OPERATING PROCEDURES

PROCEDURE:	TROOP/SERVICE AREA CAMPING RESERVATION	PM 020
	NON-COUNCIL-OWNED SITES	
Date: Effective	November 1, 2008	Revised: January 2010
Department:	Outdoor Program	
Approval:	_____	

PROCEDURES FOR RESERVING NON-COUNCIL-OWNED SITES

- All camping sites other than the council-owned sites listed in the Campsite Facility Chart must be approved before a troop camping trip.
- For approval, complete the Troop/Service Area Camping Approval Form found in the GSWPA Campsite Resource Manual and return to GSWPA, 126 East Otterman Street, Greensburg, PA 15601.
- Sites must be approved at least three weeks in advance.
- It is your responsibility to make your own reservation after approval.
- The site should be inspected or a first-hand report obtained in advance to assess any hazards and the suitability of the site for troop camping.

SAFETY PROCEDURES

- Provide an adult currently certified in First Aid and CPR. Provide your own first aid supplies, and provide for emergency transportation.
- Provide an adult(s) with the required outdoor training.
- Purchase additional insurance if the event is more than two nights (more than three nights if one of the three nights falls on a legal holiday).
- Review the camp's safety rules with the group upon arrival.
- Read and adhere to *Safety-Wise* program standards 6, 7, 8, 13, 14, 18, 22, 23, 24, 25, 26, and the activity checkpoints for group camping (pages 87-88) and other pertinent activity checkpoints.
- All state and local regulations related to drinking water, sanitation and fire building should be observed.



TROOP/SERVICE AREA CAMPING AT A NON-COUNCIL OWNED SITE APPROVAL FORM

FOR COUNCIL USE ONLY: Approval by	
_____	_____
Date	Initials

Complete for overnight camping stays at Non-Council owned sites. The site should be inspected or a first-hand report obtained in advance to assess any hazards and the suitability of the site for camping.

Complete this form and mail it to: GSWPA, 126 East Otterman Street, Greensburg, PA 15601 Incomplete forms will be returned. Sites must be approved at least three weeks in advance.

TROOP OR GROUP INFORMATION

Troop # _____ Service Area # _____ County _____ Grade Level _____

Contact Name _____ Title _____

Address _____

Street _____ City _____ State _____ Zip _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Preferred method of reservation confirmation? mail E-mail

Adult in charge of stay _____

Day Phone _____ Evening/Cell # _____

E-mail _____

Troop or Group / Service Area Emergency Contact at Home _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Expected Number Attending Girls _____ Boys _____ Adults _____

SITE INFORMATION

1—Indicate Destination

Destination Name _____

Address _____

Street _____ City _____ State _____ Zip _____

Phone _____

Description of Facility _____

2—Certificate of Insurance (You must check one of the following boxes.)

- Yes—I have confirmed there is a current Certificate of Insurance (\$1 million minimum) for requested site on file at GSWPA .
- I have attached a copy of a Certificate of Insurance (\$1 million minimum) for requested site.

(Over)



3—Higher Risk Activities (Please indicated if planning on participating in any of the following.)

Check activity(s) or describe.

- Horseback Riding Stables Challenge, Ropes or Climbing Course Gymnastics Facilities
- Hayride Skating (ice or roller) Swim Facilities
- Theme/Water Park Snow Sports (skiing/tubing) Watercraft Rentals/outfitters
- High Adventure Outfitters Other (please describe) Shooting Sports

Other _____

Yes—I verify that we will review and comply with the *Safety-Wise* standards and/or Activity checkpoints for these activities.

CERTIFIED/TRAINED ADULTS (Must be present at all times during stay AND must submit copies of certifications/ training cards.)

First Aid Certified Adult _____ Exp. Date _____

CPR Certified Adult _____ Exp. Date _____

Outdoor Course 1 Trained Adult _____ Course Date _____
(applies to Girl Scout Troops/Groups ONLY)

Outdoor Course 2 Trained Adult _____ Course Date _____
(applies to Girl Scout Troops/Groups ONLY)

Outdoor Course 3 Trained Adult _____ Course Date _____
(applies to Girl Scout Troops/Groups ONLY)

Other Certifications Required (*Lifeguard, Archery, Watercraft, Low Ropes Challenge Course*) or Outdoor Trainings attended prior to April 2008:

Adult _____ Course Name _____ Exp. Date _____

Adult _____ Course Name _____ Exp. Date _____

APPROVAL

I agree that our troop/group will review and comply with the *Safety-Wise* program standards and the council policies, procedures and regulation for approved trips.

Leader's Signature _____ Date _____

FOR COUNCIL USE ONLY:

Date Received _____ Date Approved _____

Notified Applicant _____ Date _____



DAY USE CAMPSITE RESERVATION FORM

Refer to the GSWPA Campsite Resource Manual for a complete list of camp lodges, cabins, tents, yurts and reservation procedures.

Troops/groups may reserve a site Monday through Thursday at no charge. Complete this form and include a security deposit (\$25 per building/unit for Girl Scout Troops/Service Areas) and mail to: GSWPA, 5681 Route 6N, Edinboro, PA 16412. Make checks payable to GSWPA. Incomplete forms will be returned.

All sites are available for daytime program activities. Troop and Service Area meetings may be held at all sites with the exception of Camp Timberlake, Camp Trefoil Trails and Camp Yough--this is due to ranger availability.

FOR COUNCIL USE ONLY: Confirmation Sent	
Date _____	Initials _____
Security Deposit Issued	
Date _____	Initials _____

TROOP OR GROUP INFORMATION

Troop # _____ Service Area # _____ County _____ Grade Level _____

Contact Name _____ Title _____

Address _____

Street _____ City _____ State _____ Zip _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Preferred method of reservation confirmation? mail E-mail

Adult in charge of stay _____

Day Phone _____ Evening/Cell # _____

E-mail _____

Troop or Group / Service Area Emergency Contact at Home _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Expected Number Attending Girls _____ Boys _____ Adults _____

SITE RESERVATION *All sites are available for daytime [] activities. Troop and Service Area meetings may be held at all sites with the exception of Camp Timberlake, Camp Trefoil Trails and Camp Yough--this is due to ranger availability.*

Camps

Conshatawba	Redwing	Skymeadow	Yough
Curry Creek	Resting Waters	Timberlake	Edinboro Program
Elliott	Roy Weller	Trefoil Trails	Leadership Center
Hawthorne Ridge	Singing Hills	Wright-O-Way	

1—Indicate Purpose (circle one)

Meeting Program Training Council / Event

2—Indicate Building/Facility(s) Requested *(Refer to the GSWPA Campsite Resource Manual for a complete list of camp lodges, cabins, tents and yurts. For more information, visit our Web site at www.gswpa.org.)*

First Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 9:00 AM)* _____ Departure Time *(not after 10:00 PM)* _____

Weekly Monthly One time only

Other _____

(Over)



Second Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 9:00 AM)* _____ Departure Time *(not after 10:00 PM)* _____

- Weekly Monthly One time only
- Other _____

Third Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 9:00 AM)* _____ Departure Time *(not after 10:00 PM)* _____

- Weekly Monthly One time only
- Other _____

3—Equipment / Pool Rental / Instructor Request

Check this box if you are requesting any additional equipment or swimming pool rental. Please fill out attached Equipment Reservation Form and submit with Day Use Campsite Site Reservation Form.

OPERATING PROCEDURES

PROCEDURE:	DAY CAMP RESERVATION COUNCIL-OWNED SITES	PM 022
Date: Effective	November 1, 2008	Revised:
Department:	Outdoor Program	
Approval:	_____	

PROCEDURES FOR RESERVING COUNCIL-OWNED SITES FOR SERVICE AREA DAY CAMPS

- Day Camp is defined as sessions of 3-5 days. Camper goes home to a parent or guardian each night, with the exception of one overnight per session. Day Camp sessions will be conducted during summer months only.
- Groups may reserve an entire camp for a Service Area Day Camp at the discounted cost of \$10 per day. Any overnight stay reserved will be charged the regular campsite fee. Please refer to the Facility Information Chart for fees.
- Groups may reserve a portion of, or an entire site, up to 12 months in advance.
- Reservations are processed by postmark dates only. No walk-ins will be accepted.
- Reservation forms received with the same postmark date that request the same site and usage date, will be chosen by a lottery system.
- All reservations must be submitted on the Day Camp Campsite Reservation Form via mail to GSWPA, 5681 Route 6N, Edinboro, PA 16412. Make checks payable to GSWPA. The appropriate security deposit must accompany the form. Incomplete forms will be followed up by an email.
- Please list alternate dates/sites on Day Camp Campsite Reservation. If all dates/sites are unavailable, you will be notified by email.
- Reservations will not be accepted less than two weeks in advance of the desired date.
- A confirmation packet will be sent within 10 days of a reservation being secured.
- If using a site other than a council-owned site, follow the operating procedure for reserving non-council owned sites.
- Contact Debra Gerhard, Outdoor Program Director, at dgerhard@gswpa.org for more information on training requirements.

PAYMENTS/CANCELLATIONS

- Troops are required to send the appropriate security deposit (see Day Camp Campsite Reservation Form) to hold the reservation. Security deposits will be refunded upon receipt of Campsite Departure Report Form. This is providing no damages are found, after camping, during facility inspection.
- The final payment is due four weeks in advance of the reservation date.
- A payment due notice will be sent with the confirmation packet.

PAYMENTS/CANCELLATIONS continued

- Service Areas forfeit the security deposit if a facility is left in unsatisfactory condition or a reservation is cancelled less than six weeks in advance.
- An additional fee may be assessed if damages exceed the amount of the security deposit.
- If a reservation is secured less than six weeks in advance, and then subsequently cancelled, the security deposit will not be refunded.
- Service Areas who cancel a reservation at least six weeks in advance will be issued a credit slip, equal to the amount of the security deposit, for future campsite use. Any fee paid by the troop will then be refunded. The credit slip must be used within the calendar year.



DAY CAMP CAMPSITE RESERVATION FORM

Refer to the GSWPA Campsite Resource Manual for a complete list of camp lodges, cabins, tents, yurts and reservation procedures.

Complete this form and include a security deposit (\$25 per building/unit for Girl Scout Troops/Service Areas, \$100 per building/unit for Non-Council Groups) and mail to: GSWPA, 5681 Route 6N, Edinboro, PA 16412.

FOR COUNCIL USE ONLY: Confirmation Sent	
_____ Date _____	_____ Initials _____
Security Deposit Issued	
_____ Date _____	_____ Initials _____

Makes checks payable to GSWPA. Incomplete forms will be returned. Sites must be reserved at least two weeks in advance.

TROOP OR GROUP INFORMATION

Troop # _____ Service Area # _____ County _____ Grade Level _____

Purpose of trip _____

Contact Name _____ Title _____

Address _____

Street _____ City _____ State _____ Zip _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Preferred method of reservation confirmation? mail E-mail

Adult in charge of stay _____

Day Phone _____ Evening/Cell # _____

E-mail _____

Troop or Group / Service Area Emergency Contact at Home _____

Day Phone _____ Evening/Cell # _____ E-mail _____

Expected Number Attending Girls _____ Boys _____ Adults _____

CERTIFIED/TRAINED ADULTS *(Must be present at all times during stay AND must submit copies of certifications/ training cards.)*

First Aid Certified Adult _____ Exp. Date _____

CPR Certified Adult _____ Exp. Date _____

Please list any Outdoor Training you have completed:

Adult _____ Course Name _____ Exp. Date _____

Adult _____ Course Name _____ Exp. Date _____

Adult _____ Course Name _____ Exp. Date _____

Other Certifications Required *(Lifeguard, Archery, Watercraft, Low Ropes Challenge Course)* or Outdoor Trainings attended prior to April 2008:

Adult _____ Course Name _____ Exp. Date _____

Adult _____ Course Name _____ Exp. Date _____

(Over)



SITE RESERVATION *(Council sites only. Non-Council owned sites must fill out a Troop Trip Application.)*

Camps

Conshatawba	Redwing	Skymeadow	Yough
Curry Creek	Resting Waters	Timberlake	Edinboro Program
Elliott	Roy Weller	Trefoil Trails	Leadership Center
Hawthorne Ridge	Singing Hills	Wright-O-Way	

1—Indicate Facility(s) Requested *(Refer to the GSWPA Campsite Resource Manual for a complete list of camp lodges, cabins, tents and yurts. For more information, visit our Web site at www.gswpa.org.)*

First Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 4:00 PM)* _____ Departure Time *(not after 3:00 PM)* _____

Check this box if your reserving for an overnight *(Regular overnight campsite fees will apply. Refer to Facility Information Chart for fees.)*

Date of Overnight (one night only) _____

Second Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 4:00 PM)* _____ Departure Time *(not after 3:00 PM)* _____

Check this box if your reserving for an overnight *(Regular overnight campsite fees will apply. Refer to Facility Information Chart for fees.)*

Date of Overnight (one night only) _____

Third Choice:

Camp _____ Unit(s) _____

Arrival Date _____ Departure Date _____

Arrival Time *(not before 4:00 PM)* _____ Departure Time *(not after 3:00 PM)* _____

Check this box if your reserving for an overnight *(Regular overnight campsite fees will apply. Refer to Facility Information Chart for fees.)*

Date of Overnight (one night only) _____

2—Equipment / Pool Rental / Instructor Request

Check this box if you are requesting any additional equipment or swimming pool rental. Please fill out attached Equipment Reservation Form and submit with Campsite Reservation Form.

OPERATING PROCEDURES

PROCEDURE:	EQUIPMENT RENTAL RESERVATION	PM023
Date: Effective	November 1, 2008	Revised:
Department:	Outdoor Program	
Approval:	_____	

PROCEDURES FOR RESERVING SPECIALTY EQUIPMENT

- Additional fees are charged for specialty equipment available at camp properties. All fees collected from rental of specialty equipment are used to maintain, replace and update our camp equipment.
- A complete list of equipment, locations and fees can be found in the Campsite Resource Manual.
- Activities/equipment requiring additional fees include swimming pools, challenge courses (with facilitator) and rifle ranges (with facilitator).
- Reservations are processed by postmark dates only. No walk-ins will be accepted.
- To reserve specialty equipment, complete the Equipment Reservation Form, include the total fee for any equipment requested and return along with your Campsite Reservation Form or mail after the confirmation of requested campsite is received. Mail to GSWPA, 5681 Route 6N, Edinboro, PA 16412. Make checks payable to GSWPA.

PAYMENTS/CANCELLATIONS

- Send the total fee with the reservation form.
- Money will be refunded if the equipment requested is unavailable.
- If the equipment reservation is cancelled, the full fee will be refunded.



Canoes are available at: (circle one)

Curry Creek	Resting Waters	Skymeadow
Redwing	Singing Hills	
Date requested _____	# of canoes _____	Total fee _____

Canoes at Singing Hills will incur a \$25 charge for transportation to Two Mile Lake.

Girl Scouts must refer to *Safety-Wise* Canoeing Activity Checkpoints, page 115.

You must provide a person with watercraft certification in addition to a currently certified lifeguard. Enclose a copy of current watercraft and lifeguard certifications. Personal floatation Devices (PFDs) must be worn by all participants.

Rowboats are available at: Roy Weller

Date requested _____ # of rowboats _____

Funyaks are available at: Resting Waters and Roy Weller

Date requested _____ # of funyaks _____

Snarks (sailboats) are available at: Resting Waters

Date requested _____ # of snarks _____

I will find and provide a currently certified lifeguard/canoe instructor and submit a copy of their current Certification including First Aid/CPR certifications.

I would like a list of council approved lifeguards and canoe instructors and realize I am responsible for contacting the certified lifeguard(s) and canoe instructors and paying them at the time of the canoeing activity.

ARCHERY EQUIPMENT

Archery equipment is available at: (circle one)

Conshatawba	Hawthorne Ridge	Singing Hills	Yough
Curry Creek	Redwing	Skymeadow	
Elliott	Resting Waters	Trefoil Trails	

Date requested _____

You must provide a currently certified archery instructor. Enclose a copy of current archery instructor certification.

BICYCLES WITH HELMETS

Bicycles are available at: Roy Weller (#)

Date requested _____ Time :__ AM __PM __Full

of bicycles _____



WINTER EQUIPMENT

Skis are available at: (circle one)
 Conshatawba Resting Waters Hawthorne Ridge
 Date requested _____ # of ski pairs _____

Snowshoes are available at: (circle one)
 Hawthorne Ridge Resting Waters
 Date requested _____ # of snowshoe pairs _____

Winter Equipment offers a range of sizes. Not all sizes may be available.

Ice Skates are available at: Resting Waters
 Date requested _____ # of ice skate pairs _____

RIFLE RANGE

Rifles are available at: (circle one) Fee: \$5/hour per person
 Curry Creek Singing Hills
 Date requested _____ Total fee _____ Preferred Time : _____

Price includes the Council provided facilitators. Usage of rifle range is dependent upon availability of the 3 required NRA course facilitators.

CHALLENGE COURSE - minimum group size of 10

Low Ropes and High Ropes are available at: (circle one)
 Conshatawba Singing Hills

Low Ropes Challenge Course (includes facilitators)

Groups Size	½ Day 4 Hours	Full Day 8 Hours	Facilitator s
0-15	\$100	\$275	2
16-20	\$175	\$350	2
21-30	\$250	\$425	2
31-40	\$375	\$600	3
41-50	\$500	\$675	3

High Ropes Challenge Course

Group Size	½ Day 4 Hours	Full Day 8 Hours	Facilitators
10-15	\$175	\$350	2
16-20	\$225	\$425	2
21-30	\$400	\$575	3
31-40	\$475	\$725	3
41-50	\$550	\$875	3

Low Ropes High Ropes Time: AM PM Full

Date requested _____ Total fee _____

Price includes the Council provided facilitators. Usage of the Challenge Course is dependent upon availability of course facilitators. The rates include facilitator fees, equipment repairs/replacements and annual inspections to ensure the utmost safety.

VOLUNTEER PROCEDURES

Procedure Title	CERTIFICATES OF INSURANCE * Issued to GSWPA or * Issued by GSWPA	PM-016
Date Effective:	08/01/2008	Revised: 05/27/2009
Department:	Program/Membership	
Approval:	_____	

CERTIFICATES OF INSURANCE - Issued by high risk facilities and transportation companies to GSWPA

1. Current Certificates of Insurance must be on file in the GSWPA chief operations officer's office for any facility or site at which the Girl Scouts are participating in "high risk" activities. If a valid current certificate is not currently on file with GSWPA, the troop/group leader making the event arrangements must request that a Certificate of Insurance from the facility be emailed, faxed or post mailed to GSWPA, Administrative Assistant, 443 Third Street, Beaver, PA 15009 at least three weeks in advance of the event. The Certificate must list the certificate holder as **Girl Scouts Western Pennsylvania**, 443 Third Street, Beaver, PA 15009, as well as an expiration date and dollar amount of liability insurance coverage. GSWPA requires at least \$1,000,000 coverage from facilities and \$5,000,000 from transportation companies. If a valid certificate is on file, the facility or transportation company is considered "approved" by GSWPA.
2. A list of current certificates of insurance from all facilities, transportation companies and stables is posted on the GSWPA Volunteer Resources section of the GSWP Web site on the "Certificates of Insurance" page which is updated monthly.
3. A request letter template link is also available on this site that could be used to request a certificate of insurance from a facility, transportation or stable.
4. Please contact the administrative assistant at 724-774-3553 extension 1508 for further assistance.

CERTIFICATES OF INSURANCE - Issued by GSWPA to community facilities

1. A community facility, such as a school, may request a certificate of insurance from GSWPA regarding facility usage for Girl Scout meetings or program events. The troop/group leader or person in charge of the program event must complete a Certificate of Insurance Request form located on the Volunteer Resources section of the GSWPA Web site "Forms" page, and submit it to GSWPA, Administrative Assistant, 443 3rd Street, Beaver, PA 15009 three (3) weeks in advance of the first meeting or event.
2. If the facility is a school building, please list the School District name, the specific school building being used, as well as a contact person's name and email address, fax number and street address. A certificate issued to a school district automatically covers all buildings in that school district.
3. A certificate of insurance will be sent according to the information provided on the request form. If the requester's email address is listed, a certificate of insurance will also be sent to that email address.



CERTIFICATE OF INSURANCE REQUEST FORM

Issued by GSWPA

(This form is used when a certificate of insurance is requested by outside organization, such as a school or a mall.)

Instructions: complete and submit at least three (3) weeks in advance to: Girl Scouts Western Pennsylvania, Certificate Request, 443 3rd Street, Beaver, PA 15009

Troop # _____ Service Area _____

Date(s) of activity _____

Type of activity certificate is needed for _____

Name of Volunteer requesting certificate: _____

Phone-Day _____ Phone-Evening _____

Email address _____

Please issue certificate to:

Location* Name: _____

Address _____
Street City State Zip

Attention (Contact name): _____

Contact Phone _____ Contact email _____

*If this for a school location please indicate school name, district and location:

School Name _____ School District _____

Address _____
Street City State Zip

Send certificate to:

Email _____ Attn: _____

Fax _____ Attn: _____

Above address

Other address _____
Street City State Zip

The council copy of the certificate will be sent by first class mail unless an email or fax number is provided above.

VOLUNTEER PROCEDURES

<u>Procedure Title</u>	ADDITIONAL ACTIVITY INSURANCE	PM-015
Date Effective:	08/01/2008	Revised: 5/27/2009
Department:	Program/Membership	
Approval:	_____	

Please refer to the Activity Accident Insurance, Basic Coverage brochure found in the fall packet or online at www.gswpa.org

1. Additional insurance is requested by completing an *Additional Insurance Request Form* (one per event) and including a check in the proper amount made payable to GSWPA. This form is located on the Volunteer section of the GSWPA Web site by clicking on Volunteer Resources, then "Forms" page.
2. Submit to: GSWPA, administrative assistant, 443 3rd Street, Beaver, PA 15009.
3. A minimum payment of \$5 is required for additional insurance requests; however, multiple additional request forms (even if events will be held on different days at different places and times) can be combined to make one submission to Mutual of Omaha to reduce insurance costs.
4. The request form(s) and check(s) should be mailed separately from all other forms.



ADDITIONAL INSURANCE REQUEST FORM

Instructions: Please complete an Additional Insurance Request Form (one per event), include a check for the correct amount payable to GSWPA and submit **three (3) weeks in advance of event** to: Girl Scouts Western Pennsylvania, Additional Insurance Request, 443 3rd Street, Beaver, PA 15009.

A minimum payment of \$5 is required on all additional insurance requests. Mail separate from all other forms and please DO NOT send cash.

FORM SUBMITTED BY (Please print)

Name: _____

Address _____

Street City State Zip

Phone _____ Email _____

DESCRIPTION OF EVENT/ACTIVITY

Event Name: _____

Event Description _____

Location Name _____

Address _____

Street City State Zip

Beginning Date _____ Ending Date _____

Event Duration (number of days) _____ Each portion of a day is counted as a full day

Number of registered Girl Scouts _____ Non-members _____

ADULT IN CHARGE OF ACTIVITY (if different from adult submitting)

Name _____

Address _____

Street City State Zip

Phone _____ Email _____

COMPLETE THE CHART BELOW FOR THE TYPES(S) OF INSURANCE COVERAGE NEEDED—See example

PLAN	Number of Participants	Number of Days	Number of participants X Number of days	Premium each day	TOTAL DUE (Minimum \$5)
Example	15	2	30	@.11	\$3.30 (\$5)
2				@.11	
3E				@.29	
3P				@.67	
3P-I				@\$1.17	

ADDITIONAL INSURANCE REQUEST FORM

Internal use only: Account number _____



CAMPSITE DEPARTURE REPORT FORM

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

Complete this form mail it to: GSWPA, 5681 Route 6N, Edinboro, PA 16412.

Please complete both sides of this form.

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 _____

Girl Scout Groups Troop # _____ Service Area # _____

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

Ambassador _____ #Total Girls _____ #Adults _____

Non-Girl Scout Groups # Girls _____ # Boys _____ # Adults _____ Total # _____

Comments:

Please list items that need repaired or replaced (including cooking equipment), site conditions, comments on health and safety concerns, etc. Please be specific.

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 activity(s) or describe.

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

Did you travel off-site to local attractions _____ Which attraction(s) _____

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

Yes No

(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 |
| <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 |
| <input type="checkbox"/> Sweep building and/or shelter floors | (during heating season) before you leave site |
| <input type="checkbox"/> Sweep tent, yurt or cabin floors | <input type="checkbox"/> Turn off lights and spigots |
| <input type="checkbox"/> Close and tie all tent flaps | <input type="checkbox"/> Close all doors |
| <input type="checkbox"/> Mop building floors with water only | <input type="checkbox"/> Shut and lock windows |
| <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.

Signature of Leader _____ Phone _____

Signature of Girl _____ Phone _____

**Return this immediately to:: GSWPA, 5681 Route 6N, Edinboro, PA 16412.
This form must be returned in order to process your security deposit refund.**

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

For Official Use Only
Unit was left in: <input type="checkbox"/> Good Condition <input type="checkbox"/> Poor Condition Describe and damage noted: _____ _____ _____ _____