



# Welcome Guide

Edinboro Activity Wing

# WELCOME

We are excited that you have chosen the Edinboro Activity Wing to meet your troop's needs. We strive to offer an excellent facility and great outdoor experiences.

For more than a century, camping has been a cornerstone of the Girl Scout Leadership Experience. It's a tradition that endures because of the fun, friendship, and amazing adventures that take place.

Did you know 80 percent of Girl Scouts who have been camping said it was their most memorable experience? Also, Girl Scouts who have regular outdoor experiences are better problem solvers and challenge seekers, and spending time in nature promotes healthy social development and improves concentration and creative reasoning.

Inside this brochure you will find the following information:

- Emergency contact information
- Procedures and regulations
- Attractions in the area
- Local shops: for pizza, coffee, groceries, ice cream
- Activities and amenities available at camp
- Answers to frequently asked camp questions

We hope you enjoy your stay and please remember:

*The amazing thing about camp is it truly brings out the best in everyone, and you don't feel like you have to change who you are.*

## **EMERGENCY CONTACT INFORMATION:**

In case of a serious incident, illness, accident, or injury:

1. Determine the extent of the injury and give appropriate first aid, as qualified.
2. Call for emergency help.
3. Alert Girl Scouts Western Pennsylvania at:
  - a. 800-248-3355 (business hours)
  - b. 877-359-7878 (after hours)

## **Local Emergency Contacts:**

Hamot Hospital	814-877-6000
St. Vincent Hospital	814-452-5000
Ambulance/Fire/Police	911

## **NON-EMERGENCY CONTACT INFORMATION:**

Please check the back door for contact information if you should have a question about the facility.

## **Directions to Hospitals:**

**Hamot Hospital**  
**201 State Street, Erie, PA 16550**

1. Follow I-79 North to the end and continue to the Bayfront Parkway.
2. Continue until you come to the intersection at State Street.
3. Turn right onto State Street to the top of the hill. Hamot Hospital will be on your left.

**St. Vincent's Hospital**  
**232 West 25th Street, Erie, PA 16544**

1. Follow I-79 North to exit #182 and bear right onto 26th Street heading east.
2. Proceed until you come to the intersection of 26th and Myrtle Street. Turn left onto Myrtle Street and the hospital will be on your right.

## **ACTIVITIES AND AMENITIES AVAILABLE:**

- Outside fire circle
- Volleyball net
- Gaga pit
- Life-size board games

## **FREQUENTLY ASKED QUESTIONS:**

**Where are the dumpsters located?** The dumpsters are in the back of the Activity Wing at the end of the parking lot. One dumpster is for garbage and the other dumpster is clearly marked recyclable.

**Is firewood provided and where is it located?** No, please bring your own firewood. Firewood is only provided at the four camp properties.

**Do you supply pie irons, forks, a cook box, etc.?** Yes, all of the cooking supplies for the fire circle can be found in the shed located outside the back of the building on the patio. Once you are done using the pie irons, forks, and cook box, please do not place them back in the shed, set them alongside the backdoor and a staff member will collect them at a later time.

**Where can I find the activity equipment?** All of the activity equipment can be found in the shed located outside the back of the building. Please remember to put all games away when you are done and lock the shed.

**Where is the key to unlock the equipment shed?** The key to the shed is on the key ring with the key to access the building, which you will find once you punch in the code to open the lockbox.

## **ATTRACTIONS IN ERIE:**

### **Presque Isle State Park**

301 Peninsula Dr., Erie, PA 16505

814-833-7424

Offers its visitors a beautiful coastline and many recreational activities, including swimming, boating, fishing, hiking, bicycling, and in-line skating.

### **Erie Art Museum**

411 State St., Erie, PA 16501

814-459-5477

Features an ambitious schedule of 18-20 exhibitions annually, embracing a wide range of subjects.

### **Erie Maritime Museum & U.S. Brig Niagara**

150 E. Front St., Erie, PA 16507

814-452-2744

The Erie Maritime Museum is the home port to the U.S. Brig Niagara, a Sailing School Vessel with an active sail training program during the summer months. When in port, the ship is open for tours.

### **Erie Zoo & Botanical Gardens**

423 W. 38th St., Erie, PA 16508

814-864-4091

Get an up-close and personal look at 400 animals from around the world. Visit the Kiboka Outpost with rhinos, cheetahs, and warthogs. See wildlife from the exotic areas of Africa, and don't miss a ride on the train and carousel.

**ExpERIENCE Children's Museum**

420 French St., Erie, PA 16507

814-453-3743

Explore more than 55 hands-on exhibits in a "please touch" environment that teaches natural sciences, social studies, arts, and life experiences.

**Splash Lagoon Indoor Water Park Resort**

8091 Peach St., Erie, PA 16509

814-217-1111

Splash Lagoon's 84-degree tropical Polynesian atmosphere is ranked one of the Top 10 Water Park Resorts in the country by numerous industry trade magazines.

**Tom Ridge Environmental Center**

301 Peninsula Dr., Ste. 1, Erie, PA 16505

814-833-7424

The gateway to Presque Isle and Lake Erie and home to one of the most stimulating and memorable experiences in Pennsylvania, Tom Ridge Environmental Center is an educational center at heart.

**Waldameer Park & Water World**

220 Peninsula Dr., Erie, PA 16505

814-838-3591

Give your family all the fun and excitement of more than 100 great rides, slides, and attractions at Waldameer. You'll find thrilling rides, including the 5th Best Wooden Coaster in the world.

**Asbury Woods Nature Center**

4105 Asbury Rd., Erie, PA 16506

814-835-5356

The Asbury Woods Nature Center proves to be a fantastic enrichment experience for all nature lovers.

**Local Pizza Shops:****Little Caesars Pizza**

204 Waterford Street, Edinboro, PA 16412

814-734-7492

**John's Wildwood Pizza**

105 Erie Street, Edinboro, PA 16412

814-734-7355

**Local Places for a Good Cup of Coffee:****Tim Hortons**

201 Plum Street, Edinboro, PA 16412

814-734-0636

**Lakeside Bagel and Deli**

318 W. Plum Street, Edinboro, PA 16412

814-734-8590

### **Local Shops and Grocery Stores:**

#### **Walmart Supercenter**

108 Washington Towne Blvd. N., Edinboro, PA 16412      814-734-0900

#### **Millcreek Mall**

5800 Peach Street, Erie, PA 16565      814-868-9000

### **Local Ice Cream Shop:**

#### **Dairy Supreme**

104 E. Plum Street, Edinboro, PA 16412      814-734-1866

### **OVERVIEW:**

**Activity Wing:** A large, winterized building that sleeps 24 including two separate leader bunk rooms (which sleeps two in each room). It has a complete kitchen that can serve up to 70 people and a handicap accessible bathroom with four toilets and one shower. The Activity Wing also offers an outdoor fire circle, a gaga pit, and large board games such as Jenga, Connect Four, and Kerplunk, just to name a few.

**Arrival:** Please follow the designated time based on your agreement with Girl Scouts Western Pennsylvania. No one should be on the property prior to the scheduled time. The lockbox will be ready for you upon your arrival.

**Departure:** Please follow the designated time based on your agreement with Girl Scouts Western Pennsylvania. Please remember to place the key back in the lockbox after the building has been cleaned. (All garbage has been removed and placed in the dumpster and all doors and windows are secured.) It is the responsibility of the user group to clean the site. Allow enough time for this to be a part of your event. An adult should clean the bathroom sinks and toilets and wear gloves. Please use the Rental Departure Form to ensure that all tasks are completed.

**Parking:** Park in the parking spaces to the right of the building. Do not drive or park in the grass.

**Telephone:** There is a telephone to be used for **emergencies only**. If you have a concern/issue that does not require you to call 911, there are numbers listed on the backdoor. Please call the phone number where a staff person will be available to assist in any way possible.

### **FIRE BUILDING:**

**Build fires in fire ring only.** Always have a bucket of water near the fire. Be sure all fires are properly extinguished. Dispose of cold ashes in the small metal ash can. Do not dispose of partially burnt logs—these can be used by the next group in their fire. To reduce the environmental impact of wood fires, do not burn excessive amounts of wood. Use only what is absolutely necessary.

## **EQUIPMENT AND SUPPLIES:**

**Equipment available:** The following equipment should be available: pots, pans, skillets, cookie sheets, mixing bowls, colander, measuring cups, can opener, pitchers, cooking utensils, plates, bowls, and silverware, as well as a coffee pot and a microwave. Pie irons and roasting sticks are also available.

**Supplies available:** The following supplies should be available: buckets, brooms, dust pans, mop, rake, shovel, commode brush, and dish-washing buckets. The following paper products and cleaning supplies will be available: toilet paper in each stall, paper towels, hand soap in dispensers, all-purpose cleaner, bathroom cleaner, floor cleaner, and trash bags for each trash can. Users are responsible for any items beyond what is listed above.

**Equipment and supplies that groups are required to bring:** First-aid kit, health history forms, permission forms, program supplies, personal gear, bedding, food, special cooking equipment, hand sanitizing products, matches, hot mitts, dish detergent, dish cloth and towel, sponge, and gloves for cleaning the bathrooms, battery-powered radio, this brochure, and flashlight.

## **RULES AND REGULATIONS:**

### **Food Handling Procedures:**

- Stored food should be kept off the floor in properly sealed containers. Doors to food preparation areas should be closed.
- Refrigerated food should be kept in temperatures below 40°F. There is a thermometer in all refrigerators. Check the temperature to make sure that it does not exceed 40°F. If the refrigerator is above 40°F, please note it on the Site Maintenance Card.
- Garbage and rubbish cans in the kitchen are to be leak-proof and securely covered or tied when not in use. This will reduce the number of flies and other insects on or around exposed garbage to control/prevent the spread of disease.
- Use only clean and sanitized utensils and equipment during food preparation.
- Food contact surfaces including counters, cutting boards, and knives that contact raw food during food preparation must be cleaned and sanitized after each use. It is suggested to use a bleach solution or other commercial sanitizer between times of use.
- Anyone involved in food preparation should take the appropriate safety precautions when holding, cooling, thawing, and serving food. The minimum temperature for holding hot foods is 140°F. Food temperature should be monitored periodically.

### **Dishwashing Procedures:**

- For washing dishes by hand, the wash and initial rinse temperature should be at least 100°F. A second-rinse process should be used with sanitizing tablets or a bleach mix.
- All dishes and food service utensils must be air-dried and protected from dust and contamination between uses.

### **Waste Disposal:**

Place trash in lined garbage bins. Before leaving the site, take the closed bag, including the trash from the bathroom, to the designated dumpster. Slide either of the side doors to deposit bags. Pick up all litter on the property. Encourage girls to recycle.

**Vandalism:**

Discuss site usage with the group. Tell them how to respect the property and to observe the following: do not cut down live trees; do not write on walls or tents; do not destroy the natural habitat; do not pick plants or wildflowers; do not carve into trees or tables. Graffiti is not tolerated. Once it starts, it spreads! Please stress this with the group. A fine will be assessed to individuals and/or groups defacing and/or destroying property. Groups misusing sites may be denied future reservations.

**Health Care:**

An approved volunteer with a CPR, First Aid, and AED certification from a nationally recognized provider must accompany the group to provide emergency care. User groups are to provide their own first aid kit, be responsible for emergency transportation, and provide first aid and emergency care.

**Health Information:**

User groups are to have the following information for all group members at the facility: name and address of all participants; emergency contact names and numbers; a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site; a signed permission to seek emergency treatment or a signed religious waiver for minors without a parent on site.

**Safety Procedures and Regulations:**

- Gas, liquid flammables, explosives, and hazardous or poisonous materials must be handled only by persons trained or experienced in their safe use and disposal. They must be stored with access limited to trained persons, in closed, safe containers that are clearly labeled, and in locations separate from food. Some cleaning products may be poisonous, and children should be supervised in their use. Such materials should be stored out of the reach of children when not in use.
- Campers should alert an adult if they see a stranger in the area. Adults should approach anyone perceived as a stranger (if appropriate) and ask them why they are in the area. If the person(s) is not a member of another user group, they should be told to leave the property. If an adult does not feel comfortable approaching a perceived stranger, call the police for assistance.
- Use the “buddy system.” Girls should be supervised and must let an adult know where they are at all times.
- Do not transport campers in non-passenger vehicles, such as the back of pick-up trucks or wagons, where seats are not attached to the vehicle.
- Drive slowly and follow posted speed limits and directional signs.
- Running is encouraged at the facility during games and on grassy areas. Please walk on the parking lot and sidewalks.
- Socks and closed-toe shoes or sturdy sports sandals with heel straps must be worn at all times.
- NO FLIP FLOPS OR CROCS while outside near the fire.
- Treat all campers in your group and in other groups with respect.
- Group leaders should organize and carry out a fire drill on the first day of your stay.
- Open-flamed candles are not permitted to be burned inside the building.
- An adult must be designated to supervise camper arrival and departure.
- The council leases sites to non-Girl Scout groups. Girl Scout groups have priority. User groups with boys or men are not to enter living areas other than the one they have reserved. They are to limit the exploration of the grounds to common areas



such as the road, trails, and other program areas. An adult must accompany groups with males to areas outside of the unit/building.

- Practice minimal-impact camping. Leave no trace of activities. Preserve the landscape of the site.

### **Personal Property Regulations:**

- The possession and/or use of illegal drugs and alcohol is prohibited.
- Smoking is not permitted in the building. User groups should designate a smoking area that is away from children and nonsmokers.
- Personal sports equipment, such as archery equipment, canoes, or other equipment that should be stored and handled safely for the protection of all individuals, should be stored away from campers when not in use.
- All vehicles are to be locked and parked in the designated parking areas. At no time should any vehicle be driven off-road or parked on the grass.
- Personal pets are not permitted on the property. Firearms and weapons are not permitted on the property.
- Girl Scouts Western Pennsylvania is not responsible for the loss or damage of user group personal property.

### **SUPERVISION RATIOS:**

Volunteers must be present in the following ratios at all times for general activities that do not require special technical skills, equipment, or safety regulations:

Volunteer-to-Girl Ratio Chart	Troop Meeting		Travel & Camping		Council-Sponsored Events & Product Sales Booths	
	<i>Two unrelated troop leaders (at least one of whom is female) for this number of girls:</i>	<i>Plus one additional approved volunteer for each additional number of this many girls:</i>	<i>One troop leader and one unrelated approved volunteer (at least one of whom is female) for this number of girls:</i>	<i>Plus one additional approved volunteer for each additional number of this many girls:</i>	<i>Two unrelated approved volunteers (at least one of whom is female) for this number of girls:</i>	<i>Plus one additional approved volunteer for each additional number of this many girls:</i>
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4	12	1-6
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6	20	1-8
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8	25	1-10
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10	25	1-12
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12	30	1-15
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12	30	1-15

Approved volunteers must have membership purchased and appropriate clearances submitted to Girl Scouts Western Pennsylvania as required by PA State Law. For mixed-grade level troops, use the ratio for the lowest grade level in the troop. For example, if Daisies and Brownies, the Daisy ratio should be followed.

*Note: Under the leadership of an adult, and with parents, guardians, or other family members participating, a Girl Scout Daisy troop may participate in an occasional overnight experience.*

**An adult should never be alone with girl(s). A minimum of two adults must be present at all times.**

## **DIRECTIONS:**

### **From the South**

Take I-79 North to exit #166, Edinboro. Turn right onto Route 6N heading east. Go approximately one mile and the Edinboro Activity Wing will be on your right.

### **From the North**

Take I-79 South to exit #166, Edinboro. Turn left onto Route 6N heading east. Go approximately one mile and the Edinboro Activity Wing will be on your right.

### **From the East**

Take Route 6N heading west into Edinboro. At the intersection of Route 99 and Route 6N, continue traveling west on Route 6N and in approximately two miles the Edinboro Activity Wing will be on your left.

### **From the West**

Take Route 6N heading east. The Edinboro Activity Wing is approximately one mile from the I-79 exchange.