

Troop/Camporee Camping Reservation Procedures

Reservations are received on a first-come, first-served basis and are not added to the calendar until payment is received.

Reservations

1. Check [property reservation calendar](#) for date availability. This calendar displays all current reservations.
2. Complete appropriate property reservation form. A form must be completed for day use and/or overnight use included in this packet.
3. **TROOP ONLY** Submit completed form and
 - a. Pay deposit if more than 4 weeks prior to reservation date
 - b. Pay in full if reservation date is less than 4 weeks prior to use date
4. **CAMPOREE ONLY** Submit completed form and
 - a. Pay deposit if more than 8 weeks prior to use date
 - b. Pay in full 4 weeks prior to use date if not paid in full by this date reservation will be removed from calendar.
 - c. Pay in full and reserve entire camp 8 weeks prior to use date for \$100 credit **Scoutshire and Kiwanis only**
5. Submit [Overnight Camping Application](#) for overnight reservation
6. **TROOP LEADER** - submit list of attendees, adult and girl to tripapproval@girlscoutssa.org
7. **CAMPOREE CHAIR** - Submit list of all troops attending camporee with troop number, leader's name, email address and phone number
8. Verify all current copies of all certifications are on file with council
9. Verify there is an annual permission form or hold harmless form is on file with council for all attendees

Confirmations

1. Confirmation for payment will be sent upon payment in full
2. Kapers and property information will be sent with overnight trip approval

Upon Arrival at Camp

1. Check in with camp ranger
2. Go over Kaper sheet, do a walk through and make notes of anything that needs attention prior to unpacking.

Departure from Camp

1. Complete and sign Kapers
2. **MUST** check out with ranger and provide them with the completed and signed kaper report

Damage Deposit

1. Will be processed once council has received approved Kaper report from camp ranger
2. If damage is found deposit will not be returned and troop will be responsible for damages
3. Payment is processed on the 1st and the 15th only

Cancellations

1. Must be 4 weeks prior to confirmed use date to receive refund
2. Staff or weather cancellation will result in full refund

Camp Scoutshire Woods Reservation Form

Reservation Dates (Check Property Reservation Calendar for availability at www.girlscoutssa.org)

Check-In Date _____ Time _____ Check-Out Date _____ Time _____

Group Information

Leader Name _____ Troop # _____

Service Unit _____ Address _____

City/State/Zip _____ Phone: Home _____

Work _____ Cell _____ E-mail Address _____

Approximate # of participants: Total _____

Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassador _____ Adult _____ Tagalongs _____

Facility Information

Indicate the facility you wish to reserve. Council approval required and extra fees apply during winter months to re-winterize units after use. If you wish exclusive use of a camp site, you must rent all the tents/cabins at the site. A \$75 Damage Deposit is required. Damage deposits will be returned if Kapers are completed and the form is returned to the mailbox upon departure and ALL requirements are met. Refund subject to confirmation by Camp Ranger.

Site	Capacity	Fee	Check to Reserve	# of Days or Nights	Total
Kitchen/Dining Hall	N/A	\$35 per day/night	<input type="checkbox"/>		
Refrigerator/Freezer Only	N/A	\$15 per weekend	<input type="checkbox"/>		
Whispers (4 cabins)	40	\$75 per night (entire unit) OR \$40 per night (1/2 unit)	entire unit <input type="checkbox"/> OR 1/2 unit <input type="checkbox"/>		
Innisfree (4 cabins)	40	\$75 per night (entire unit) OR \$40 per night (1/2 unit)	entire unit <input type="checkbox"/> OR 1/2 unit <input type="checkbox"/>		
High Winds (7 tents)	28	\$50 per night (entire unit) OR \$25 per night (4 tents)	entire unit <input type="checkbox"/> OR 4 tents <input type="checkbox"/>		
Gypsy Glen (8 small cabins)	32	\$50 per night (entire unit) OR \$25 per night (1/2 unit)	entire unit <input type="checkbox"/> OR 1/2 unit <input type="checkbox"/>		
Oka Misha (4 tents)	24	\$40 per night	entire unit <input type="checkbox"/>		
Infirmery	6	\$15 per day/night	<input type="checkbox"/>		
Day Shelter	N/A	\$15 per day	<input type="checkbox"/>		
Sugar Shack (small cabin)	3	\$15 per day/night	<input type="checkbox"/>		
Craft Hut (day use only)	N/A	\$15 per day	<input type="checkbox"/>		
Camp Day Use (no overnight)	N/A	\$2 per person per day	# people: _____		

Subtract 2-Day Camporee **Discount*** of \$100:

Winter months -- fee to re-winterize unit after use:

Total Fees \$ _____

* 2-Day Camporee Discount applies if entire camp (including Kitchen/Dining Hall) is reserved for 2 days, and all fees are paid at least 8 weeks in advance.

Please complete all 3 pages of this reservation form.

Camp Scoutshire Woods Reservation Form Continued

Additional Activities

- Fishing No private boats allowed. Personal equipment required.
- Swimming Date _____ Start Time _____ End Time _____
 We have made arrangements for a lifeguard*.
 We need assistance finding a lifeguard**.
- Canoes Equipment Rental Fee: \$15 (Supplies include canoes, paddles and life preservers)
Due to GSUSA guidelines, Daisies are not allowed to use Canoes.
Date _____ Start Time _____ End Time _____
 We have made arrangements for someone with Small Craft Safety Certification*.
 We need assistance finding someone with Small Craft Safety Certification
- Open Kayaks (mini & full) & Stand-up Paddle boards Equipment Rental Fee: \$15 (Supplies include craft, paddles and life preservers)
Per GSUSA guidelines, Daisies are not allowed to use Kayaks and Paddleboards.
Date _____ Start Time _____ End Time _____
 We have made arrangements for someone with Small Craft Safety Certification*.
 We need assistance finding someone with Small Craft Safety Certification
- Pedal Boats & Flat Bottom Row Boats Equipment Rental Fee: \$15 (Supplies include boats, paddles and life preservers)
All ages, including Daisies, are allowed to use Pedal Boats and Flat Bottom Row Boats
Date _____ Start Time _____ End Time _____
 We have made arrangements for someone with Small Craft Safety Certification*.
 We need assistance finding someone with Small Craft Safety Certification**
- Archery Equipment Rental Fee: \$20
Date _____ Start Time _____ End Time _____
 We have made arrangements for an Archery Instructor*.
 We need assistance finding an Archery Instructor**.
- Zip Lines Equipment Rental Fee: \$20 (Supplies include harnesses, helmets, trolleys)
Due to GSUSA guidelines, Daisies are not allowed to use Zip Lines.
 We have made arrangements for two Zip Line Facilitators*.
 We need assistance finding Zip Line Facilitator(s)**.
Date _____ Start Time _____ End Time _____

*A copy of current certification must be attached.

**Every effort will be made to assist in finding trained personnel. However, there can be no guarantees. If personnel are found by the council, they will be paid for the time served by those using their service.

Please see next page for Certification, Payment and Submission Information.

Camp Scoutshire Woods Reservation Form Continued

Certification Information

A copy of current certification must be attached. Complete entire certification information.

Certification	Required for	Certified Person	Date Certification Received
CPR	Day or Overnight Use		
First Aid	Day or Overnight Use		
Camping	Day or Overnight Use		
Lifeguard	Swimming		
Adult Watcher 1	Water Activities		
Adult Watcher 2	Water Activities		
Archery Instructor	Archery		
Small Craft Water Safety	All small water craft		
Basic Water Rescue	Wading Activities		
Zip Line Facilitator 1	Zip Line Use		
Zip Line Facilitator 2	Zip Line Use		

Payment Information

REFUNDS GIVEN WITH FOUR WEEKS WRITTEN NOTICE OF CANCELLATION TO COUNCIL.

Please make checks payable to Girl Scouts of Southern Alabama or GSSA.

Damage Deposit Amount _____ \$75

Rental Fee Amount _____

Equipment Rental Amount _____

Non-GSSA Council Amount _____ \$100

Amount Total _____ MasterCard Visa Discover

Card # _____ Expiration Date _____

Authorized Signature _____ 3-digit Security code _____

To Submit This Form:

E-mail to TripApproval@girlscoutssa.org (preferred)

OR

Fax to 251.344.4181

OR

Mail this Reservation Form, Copies of Certifications, and Payment to:
Girl Scouts of Southern Alabama, 3483 Springhill Avenue, Mobile, AL 36608

Make sure that each person attending has an Annual Permission Form on file with GSSA

Upon arrival at camp, present a copy of this reservation form to the camp ranger, Jesse Malone (251-680-3344)

OFFICE USE ONLY	Date Rec'd Stamp
Amount _____	Confirmation/Kaper Sent _____
Scheduled <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By _____

Camp Scoutshire Woods: Citronelle

Program Possibilities: Nature crafts and identification, hikes, cookouts, ecology, stargazing, camp beautification, archery, canoe, swimming and badge work.

Note: This camp closes December 1-March 1 for the winter season.

Size: 68 acres with a 12 acre lake

Capacity: 173 (overnight campers)

Unit	Type of Unit	# of People	# of Beds	Type of Cooking	Cook Shelter	Electricity in Sleeping Facility	Showers	Toilets	Cooking Equipment	Other
Innisfree	4 Cabins	40	40	2 fire rings	Yes	Yes	5	5	Yes	Near Swim Dock
Whispers	4 Cabins	40	40	2 fire rings	Yes	Yes	5	5	Yes	Near Dining Hall
Gypsy Glen	8 small cabins	32	32	2 fire rings	Yes	No	4	4	Yes	Near Canoe Dock
High Winds	7 tents	28	28	2 fire rings	Yes	No	4	4	Yes	Near Rec Hall
Oka Misha	5 tents	24	24	2 fire rings	Yes	No	3	4	Yes	Near Spillway
Day Shelter	Day Use or Primitive Camping	----	----	1 fire ring	Yes	Yes	None	None	Yes	Near Dining Hall
Craft Hut	Screened in building	----	----	None	None	Yes	None	None	None	Near Rec Hall Tables and Chairs
Sugar Shack	Cabin	3	3	None	None	Yes	1	2	None	Near Dining Hall
Infirmary	Cabin	6	6	None	None	Yes	1	2	None	Near Dining Hall
Dining Hall	Large building	----	----	Large Kitchen	None	Yes	None	2	Yes	Ice Machine / Flag Pole
Rec Hall	Large building	----	----	None	None	Yes	2	2	None	Flag Pole