

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



of southern alabama **Kamp Kiwanis 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
Mariner Cabins (9 Cabins) AND Mariner Tents (2 Tents) AND unit house*	36 8	\$75 per night (entire unit) OR \$40 per night (1/2 unit: 5 cabins/tents+unit house)	entire unit <input type="checkbox"/> OR 1/2 unit <input type="checkbox"/>		
Ranger Tents (9 Tents) AND unit house*	36	\$75 per night (entire unit) \$40 per night (1/2 unit: 5 tents+unit house)	entire unit <input type="checkbox"/> OR 1/2 unit <input type="checkbox"/>		
Pioneer Tents (10 Tents) AND unit house*	40	\$75 per night (entire unit) \$40 per night (1/2 unit: 5 tents+unit house)	entire unit <input type="checkbox"/> OR 1/2 unit <input type="checkbox"/>		
Mountaineer Tents (5 Tents) AND unit house*	20	\$40 per night (entire unit)	entire unit <input type="checkbox"/>		
Health Lodge	8	\$20 per night	<input type="checkbox"/>		
Arts & Crafts Building	N/A	\$15 per day/night	<input type="checkbox"/>		
Dining Hall only	N/A	\$20 per day/night	<input type="checkbox"/>		
Kitchen/Dining Hall	N/A	\$35 per day/night	<input type="checkbox"/>		
Recreation Center with tv, dvd, picnic & game tables, etc.	N/A	\$15 per troop, per day/night	<input type="checkbox"/>		
Pavilion	N/A	\$15 per day/per troop	<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					\$ _____

*Unit House Usage: Can be used for sleeping during inclement weather, must be shared by all troops in unit.

** 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.

Kamp Kiwanis Reservation Form Continued

Boating Activities

- Pontoon
Pontoon Boat Rental Fee: \$50 per hour (Fee covers gas, equipment maintenance, and the Ranger's time (Ranger is ONLY allowed driver of Pontoon boat.)
Date _____ Start Time _____ End Time _____
- Open Kayaks
(mini & tandem)
& 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 _____
- Canoes
Equipment Rental Fee: \$15 (Supplies include canoes, paddles and life preservers)
Per GSUSA guidelines, Daisies are not allowed to use Canoes
Date _____ Start Time _____ End Time _____
- 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 _____

Applies to All Boating Activities:

- Small craft are not allowed to be launched from concrete ramp or rocky shore.
 We have made arrangements for someone with Small Craft Safety Certification*.
 We need assistance finding someone with Small Craft Safety Certification**.

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**.
- 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.

Kamp Kiwanis: Eclectic

Program Possibilities: Nature crafts and identification, hikes, cookouts, ecology, camp beautification, canoeing, paddle-boating, kayaking, sailing, swimming, fishing and badge work.

Note: This camp is closed late November-February for the winter season.

Size: 110 Acres; on Lake Martin

Capacity: 154 (overnight campers)

Unit	Type of Unit	# of People	# of Beds	Type of Cooking	Electricity In sleeping facilities	Showers	Toilets	Cooking Equipment	Other
Pioneer	10 tents	40	40	2 fire rings 1 grill, stove, microwave	No	5 and Separate men's facility	5 and Separate men's facility	No	Unit House, fireplace, AC, Kitchen, accessible bathhouse
Ranger	9 tents	36	36	2 fire rings, grill, stove	No	4 and Separate men's facility	4 and separate men's facility	No	Unit House, fireplace, AC, small kitchen, accessible bathhouse
Staff House (not available)	House	6	4	Microwave	Yes	1	1	No	Living area, two bedrooms, refrigerator
Health Lodge	House	8	8	Microwave	Yes	1	1	No	Small kitchen Refrigerator only, accessible bathroom
Mountaineer	5 tents	20	20	1 fire ring	No	4	4	No	Pavilion and refrigerator
Mariner Cabins/ tents	9 cabins 2 tents	44	44	2 fire rings, stove, microwave	Yes	5 and separate men's facility	5 and separate men's facility	No	Open Unit House with small kitchen, Accessible bathhouse

Other facilities:

Dining Hall - Heated/cooled, large fireplace, tables, chairs and ice machine. Kitchen is not available. Swimming and canoeing areas

Arts and Craft Building - tables, chairs, restroom and covered deck area

Recreation Center - game tables, TV/VCR and restroom facilities

Large pavilion in main camp - six picnic tables, basketball goal