



All reservation forms can be found at the Girl Scouts of Southern Alabama website at [www.girlscoutssa.org/forms\\_resources.php](http://www.girlscoutssa.org/forms_resources.php)

### Troop Camping

In order to reserve a site for camping, troops must complete the appropriate property reservation forms and pay the site fees. **Sites may not be reserved more than 5 months in advance for troop camping.** The Mobile Service Center can advise you on available dates and sites (251.344.3330 or 800.475.3747). We do not keep a waiting list for campsites. Troops may camp overnight once a year at Scoutshire Woods.

**Property Reservation Form:** Complete the proper Property Reservation Form, and select two choices for property reservation dates. A form must be completed for day and/or night reservations. Select specific facilities and activities to determine fees. Add facility fees, \$25.00 damage deposit and equipment rental fee to find the total amount owed.

**Certification and Training:** Attach current copies of all certifications needed for camping and additional activities. Refer to *Safety-Wise* (current edition) and training guidelines for information pertaining to training requirements.

**Reservation Process:** Submit the Property Reservation Form with attachments and total fees, to the Mobile Service Center at least three weeks prior to the first requested date. Reservations are received on a first-come, first-served basis by postmark date only and are not approved until site availability and training confirmations have been made. Reservations may not be faxed or hand-delivered.

**Confirmation:** Upon receipt of payment and confirmation of training, you will receive a confirmation, which will include property information and a Kaper Form for the appropriate properties. You will be notified if dates are not available.

**Cancellations:** Fees and deposits are returned only if cancellation notice is given four weeks prior to the confirmed use date. Forced cancellation due to severe weather warnings will be rescheduled, if possible, or fees will be reimbursed to the troop. If cancellation is not given four weeks prior to the reservation date, 85% of the fees will be returned to your troop. %15 of the total is withheld for processing fees.

**Kapers:** Before leaving camp, the Kaper Form must be completed and placed in the camp mail box or left in the Volunteer Center. If necessary, you may also mail the Kaper Form within five days to the Property Department at the Mobile Service Center. You **MUST** check out before leaving camp, to let the ranger know that all adults and campers are off the premises.

**Damage Deposit:** Upon receipt of the Kaper Form and inspection of the site by the Camp Ranger or Property Director, your damage deposit will be refunded to your troop. Your refund should be mailed to you within 30 days of your property use date. If damage is found, you will not receive a refund of the damage deposit and you will also be responsible to pay for any additional costs incurred to return the property back to its original condition.

## Reservation Procedures Continued

### Camporee

In order to reserve a site for a Camporee, you must complete one Property Reservation Form per Service Area. A \$50.00 deposit is required, along with your reservation form to reserve a property for your Camporee. Only one Camporee is allowed per Service Area per membership year, unless your Service Area exceeds the maximum capacity of the property that you are reserving. The Mobile Service Center can advise you on available dates and sites (251.344.3330 or 800.476.3747). We do not keep a waiting list for campsites.

**Property Reservation Form:** Complete the proper Property Reservation Form, and select two choices for property reservation dates. Select specific facilities and activities to determine fees. Attach the \$50.00 reservation fee for the camp you are requesting. The \$50.00 reservation fee will be applied to your balance.

**Certification and Training:** Refer to *Safety-Wise* (current edition) and training guidelines for information pertaining to training requirements.

**Reservation Process:** Submit the remaining balance for facilities and/or equipment rentals, \$25.00 returnable damage deposit, copies of current certification and Approved Adult Form no later than six weeks prior to your Camporee date to the Mobile Service Center. If the reservation balance is not paid six weeks prior to the Camporee date, the facility will be released for other reservations and 85% of the \$50.00 reservation cost will be returned to your Service Area. 15% is withheld for processing fees.

**Confirmation:** Upon receipt of payment and confirmation of training, you will receive a confirmation, which will include property information and a Kaper Form for the appropriate properties. You will be notified if dates are not available.

**Cancellations:** Fees and deposits are returned only if troop-initiated cancellation notice is given at least four weeks prior to the confirmed use date. Forced cancellation due to severe weather warnings will be rescheduled or fees can be reimbursed to the troop.

**Kapers:** Before leaving camp, the Kaper Form must be completed and placed in the camp mail box or left in the Volunteer Center. If necessary, you may also mail the Kaper Form within five days to the Property Department at the Mobile Service Center. You **MUST** check out before leaving camp, to let the ranger know that all adults and campers are off the premises.

**Damage Deposit:** Upon receipt of the Kaper Form and inspection of the site by the Camp Ranger or Property Director, your damage deposit will be refunded to your troop. Your refund should be mailed to you within 30 days of your property use date. If damage is found, you will not receive a refund of the damage deposit and you will also be responsible to pay for any additional costs incurred to return the property back to its original condition.

### Mail all reservation documents to:

Girl Scouts of Southern Alabama, Inc.  
Mobile Service Center  
3483 Springhill Avenue  
Mobile, AL 36608