

## Reservation Procedures

Information and reservation forms for each of our camps are on our [Camps and Properties page](#). [The Camporee Book](#) has information on all the camps, as well as great recommendations for planning a camping trip.

### Troop Camping

In order to reserve a site for camping, troops must complete the appropriate property reservation forms and pay the site fees. The council can advise you on available dates and sites (800-239-6636). We do not keep a waiting list for campsites. Troops may camp overnight once a year at Camp Scoutshire Woods.

**Property Reservation Form:** Complete the appropriate 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 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 Activity Checkpoints](#) and training guidelines for information pertaining to training requirements.

**Reservation Process:** Submit the Property Reservation Form with attachments and total fees to the council at least three weeks prior to the first requested date (find the specific service center at the bottom of this document). Reservations are received on a first-come, first-served basis and are not approved until payment is received, and site availability and training confirmations have been made.

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

**Cancellations:** Fees and deposits are returned only if written cancellation notice is given two weeks prior to the confirmed reservation. Forced cancellation due to severe weather warnings will be rescheduled, if possible, or fees will be reimbursed to the troop.

**Kapers:** Before leaving camp, the Kapers Form must be completed and placed in the camp mail box or left in the mail slot of the office building. If necessary, you may also mail the Kapers Form within five days to the service center that processed your reservation form. 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 Kapers Form and inspection of the site by the Camp Ranger, 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.

### Camporee

In order to reserve a site for a Camporee, you must complete one Property Reservation Form per Service Unit. A \$50 damage deposit is required, along with the reservation form to reserve a property for your Camporee. Only one Camporee is allowed per Service Unit per membership year, unless your Service Unit exceeds the maximum capacity of the property that you are reserving. The council can advise you on available dates and sites (800-239-6636). We do not keep a waiting list for campsites.

# Reservation Procedures Continued

**Property Reservation Form:** Complete the appropriate Property Reservation Form, and select two choices for reservation dates. Select specific facilities and activities to determine fees. Attach the \$50 damage deposit for the camp you are requesting.

**Certification and Training:** Refer to [Safety Activity Checkpoints](#) and training guidelines for information pertaining to training requirements.

**Reservation Process:** Submit the total balance for facilities and/or equipment rentals to the council no later than four weeks prior to your Camporee date. (Troop leaders submit copies of current certification and a list of approved adults to the service unit's Camporee chair.) The Camporee chair submits a list of the troops and the units they will be in. If the total balance is not paid four weeks prior to the Camporee date, the facility will be released for other reservations and the \$50 damage deposit will be returned to your Service Unit.

**Confirmation:** Upon receipt of payment and confirmation of training, you will receive a confirmation, which will include property information and a Kapers 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 Kapers Form must be completed and placed in the camp mail box. If necessary, you may also mail the Kapers Form within five days to the service center that received your reservation form. 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 Kapers Form and inspection of the site by the Camp Ranger, 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.

## Reserving a Girl Scout Property

To reserve Camp Scoutshire Woods, Camp Sid Edmonds or Earline Locke Volunteer Center, mail the specific property's reservation form to:

Girl Scouts of Southern Alabama  
Mobile Service Center  
3483 Springhill Avenue  
Mobile, AL 36608  
Fax: 251.344.4181  
[bdavis@girlscoutssa.org](mailto:bdavis@girlscoutssa.org)

To reserve Kamp Kiwanis, Camp Humming Hills or Montgomery Volunteer Center, mail the specific property's reservation form to:

Girl Scouts of Southern Alabama  
145 Coliseum Boulevard  
Montgomery, AL 36109  
Fax: 334.272.6574  
[ndavis@girlscoutssa.org](mailto:ndavis@girlscoutssa.org)