



Welcome! We hope you find this document contains all you need to prepare for a terrific camping experience. If you have any questions or need assistance, please contact the Customer Care at [customercare@gsgcf.org](mailto:customercare@gsgcf.org) or call 941-921-5358 or 800-232-4475, press 8 for online assistance. Business hours are Tuesday – Friday, 7:30am – 5:30pm.

## Camping and Reservation Information and Forms

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## Registration Process, Confirmations, Cancellation Policy, and Refund Policy

### **TROOPS**

#### **Registration Process:**

- 1.) Decide what day or overnight use camping unit your troop/group would like to reserve.
- 2.) Read the appropriate [Safety Activity Checkpoints](#) for the activities planned. All overnight camping events require one trained facilitator in Outdoor Camp Skills At Camp and a CPR/FA trained facilitator for each unit reserved.
- 3.) Troops can purchase and complete the online registration for property reservations 3 months in advance in Doubleknot.

#### **Confirmation Process:**

- 1.) Once your property reservation has been processed through Doubleknot with full payment, you will receive an automated email notification for your purchase.
- 2.) Council will send an email confirmation on the Wednesday prior to your camp date, which will contain the gate codes and equipment depot codes.

#### **Cancellation Process:**

The total fee and deposit are refunded if the event is cancelled by GSGCF staff. Please note: all property reservations are rain or shine unless cancelled by GSGCF staff.

#### **Refund Process for Troops:**

- 1.) 30 days prior to camp date, full amount paid will be refunded.
- 2.) 29 – 15 days prior to camp date, half amount paid will be refunded.
- 3.) 14 days or less prior to camp date, NO REFUND.

Refund exceptions are handled on a case-by-case basis. To request a refund, please email [property@gsgcf.org](mailto:property@gsgcf.org) or call during business hours, Tuesday – Friday, 941-921- 5358 or 800-232-4475, ext. 301.

**Property Assistance** – [property@gsgcf.org](mailto:property@gsgcf.org) or call during business hours, Tuesday – Friday, 941-921-5358 or 800-232-4475, ext. 301.

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## **SERVICE UNITS**

### **Registration Process:**

- 1.) Service units can reserve camp up to 6 months prior to reservation date. After December 1<sup>st</sup> use the [Service Unit Camp Site Reservation Form](#).
- 2.) Submit the reservation form along with a \$100 deposit to reserve the date(s) by presenting or mailing the reservation form to Girl Scouts of Gulfcoast Florida, Inc., 4780 Cattlemen Road, Sarasota, FL 34233.
- 3.) Balance due must be paid in full 30 days prior to the reservation date.
- 4.) Failure to pay the balance due will result in cancellation of the reservation and loss of the deposit.

### **Confirmation Process:**

- 1.) When the requested dates are approved, the event coordinator contact will receive a confirmation receipt via email.
- 2.) The week prior to the camp date(s), a confirmation email will be sent to the event coordinator contact that contains the gate codes and equipment depot codes.

### **Cancellation Process:**

The total fee and deposit are refunded if the event is cancelled by GSGCF staff. Please note: all property reservations are rain or shine unless cancelled by GSGCF staff.

### **Refund Process:**

- 1.) 60 days prior to the reserved date, full refund of amount paid.
- 2.) 59 – 45 days prior to reserved date, half of the amount paid will be refunded.
- 3.) 44 days prior to reserved date, NO REFUND.
- 4.) Less than two weeks prior to the reserved date, service unit will be charged a cancellation fee \$150 as this does not allow others to reserve.

Refund exceptions are handled on a case-by-case basis. To request a refund, please email [property@gsgcf.org](mailto:property@gsgcf.org) or call during business hours, Tuesday – Friday, 941-921- 5358 or 800-232-4475, ext. 301.

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## **Troop Camping, Service Unit Camping & Day Use**

Please remember that the use of Girl Scouts of Gulfcoast Florida's properties is regulated by governmental agencies, including the local fire and county health departments. Some of the following site use regulations keep the council in compliance with their direction; others are necessary for health and safety of those using the property. We also comply with all guidelines set forth by Girl Scouts of the USA (GSUSA) including the Safety Activity Checkpoints, Volunteer Essentials, Risk Management, as well as the American Camp Association (ACA) standards.

Troops/service units/groups planning to reserve camp units **must have the required trained and certified camp volunteers.**

### **Troop Camping**

Currently registered troops are eligible to register for camping at both of our camps. Camps are open year-round and are available for troops to reserve up to 3 months in advance to the reservation date. For overnight camping, each troop must provide a trained First Aid and Child/Adult CPR adult and an adult trained facilitator who has completed the Outdoor Camp Skills At Camp Training (per unit). **Online reservations are for troops only.**

### **Service Unit Camping**

Council service units are eligible to reserve the entire camp or units at both of our camps. Camps are open year-round and service units must submit the Service Unit Reservation Form with a \$100.00 deposit to reserve by presenting or mailing the reservation form and deposit to Girl Scouts of Gulfcoast Florida, 4780 Cattlemen Rd, Sarasota, FL 34233. For overnight camping, the service unit must provide a trained First Aid and Child/Adult CPR adult and an adult facilitator who has completed the Outdoor Camp Skills At Camp Training (per unit). Service units can place reservations up to 6 months in advance using the downloadable form, [Service Unit Camp Site Reservation](#) form.

### **Council Golf Cart Use (Service Units only. This item is not available to troops.)**

1. The volunteer will be given the location of the golf cart and key in camp confirmation.
2. The assigned volunteer has responsibility for keeping track of the key during the camp stay, ensuring only assigned adults (18 and up) are driving and that it is used properly as well as left cleaner than found.
3. The cart will already have gas in it for use. If there is a need to add gas you will need to contact the Girl Scout Council at 921-5358, push 3 (emergency line) and then push 2 (property line) to reach a staff member to assist you.
4. The cart can ONLY be driven by adults (age 18 and over).
5. One additional person can ride the cart on the front seat with the driver. Please insure that this individual is secure before moving cart.
6. Cart can be utilized to transport your items in the back cargo box. Passengers are not permitted to ride in the cargo box.
7. When not in use, the key should be positioned to "OFF" or assigned volunteer keeps key.
8. The cart must be completely emptied of trash/debris at end of use.
9. The cart should be wiped down if anything is spilled on it during use.
10. The cart should be parked on the driveway in between the back of the lodge and the lodge restrooms upon departure from camp.
11. The cart can be driven only on camp roads and cannot EVER be driven off site.

12. The key should be placed under the front seat (seat lifts at the seat bars).
13. PLEASE discontinue use of cart if you hear a noise or it does not seem to run properly. Report any problems with it on your Checkout List for Camp form.

### **Day Use and Tours**

Most camps have buildings that troops and service units can reserve for daytime events. Troops/groups must provide adults to meet [Safety Activity Checkpoints](#) requirements including an adult trained facilitator in First Aid and Child/Adult CPR.

To schedule a tour please send an email to [property@gsgcf.org](mailto:property@gsgcf.org) for approval.

### **Sleeping Arrangements**

At camp as on all trips, it is recommended that all adults sleep separately from girls. For Girl Scout Daises and Brownies, as long as there are two female adults who are not married, blood related, or sharing a household and a minimum of two girls in any sleeping quarter, troops/groups may create their own sleeping arrangement within their unit. Please read the section in Volunteer Essentials and Pathway Troop/Group Policy on adults in sleeping areas with girls. All volunteers must adhere to [Volunteer Essentials](#) and [Girl Scouts of Gulfcoast Florida, Inc. Volunteer Policies, Guidelines and Procedures](#) for all overnight activities.

- Ensure the safety of sleeping areas: Always provide separate sleeping and bathroom facilities for the adult males.
- Ensure the following:
  - Each participant has her own bed.
  - Parent/guardian permission must be obtained if girls are to share a bed.
  - Adults and girls never share a bed.
  - It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls. If an adult female does share the sleeping area, there should always be two unrelated adult females present.
  - During “He and Me” overnight events (in which girls share sleeping accommodations with males), ensure the details are clearly explained in parent/guardian permission slip.
- Males In an Overnight Setting
  - A male can sleep in a cabin, tent, or room with his wife.
  - A male can sleep in a cabin, tent or room with his wife and child.
  - Males must sleep separately from the girls.
  - Males must have separate bath/shower facilities from the girls.

**Family Camping is not permitted as camp is designed for multiple troop/groups.**

### **Sharing Units**

To serve as many girls as possible, units, activities, and program spaces may need to be shared or combined at times to allow for everyone to participate. If this is required by your group, we will contact you ahead of time to make you aware of the details. If for some reason your troop activity does not lend itself to sharing the unit, you have the option to reserve and purchase the entire unit. If you have men staying the night, you must reserve and purchase the entire unit.

### **Getting Ready to Camp**

- Make sure you have an adult trained facilitator in First Aid and Child/Adult CPR
- Outdoor Camp Skills At Camp adult trained facilitator
- Review [Safety Activity Checkpoints](#)
- Review Camp Rules
- Review the Registration Process, Confirmations, Cancellation Policy, and Refund Policy
- Review Frequently Asked Questions
- Review [Volunteer Essentials](#) Safety chapter

### **Leaving Camp**

Please remember to use your Kaper Chart, and assign girls to clean:

- Bath houses
- Unit houses
- Sleeping areas
- Fire circle
- Ground areas in the unit

When leaving camp, please leave the Camp Check-Out List for every unit site used in the mailbox by the front gate.

### **Zika Information**

Be sure to familiarize yourself with the information about the Zika virus and mosquito protection that appears in the FAQ section of this document.

### **Other Resources**

- Countdown/Checklist
- Grocery Planning Chart
- Camp Readiness Quiz



### **WHAT TROOPS MUST BRING:**

- First aid kit
- Toilet paper and paper towels, wiping towels, gloves (enough for the whole group)
- Soap (anti-bacterial soap is not biodegradable and should not be used)
- Cleaning supplies
- Trash bags – recommend 50-55 gallon size
- Serving and eating equipment
- Mess kits for each participant
- Firewood, charcoal and/or propane canister (size is 16.4 ounces)
- Note – liquid fire starters and Match Lite charcoal are not permitted. Only appropriate fire starters are allowed – refer to Outdoor Camp Skills At Camp training resources for more information.
- Oil to coat Cast Iron items as trained in Outdoor Skills At Camp

While at camp, maintain the Leave No Trace ethics, and recycle as many items as possible. Be sure to place all trash in garbage cans – do not bury or burn. Dispose of all trash in the dumpster or recycling containers located at both camp properties before leaving.

Girl Scouts leave places cleaner than they found them!

### **SITE EQUIPMENT:**

Equipment is provided for your convenience and is available for all campers to use during their stay. All equipment should be thoroughly cleaned, sanitized, and prepped for the next users. Dutch ovens, cast iron fry pans, and griddles should be cleaned and oiled after use. Troops are responsible for all damages, repairs, and the replacement costs of any damaged equipment.

#### **Unit Equipment:**

- Two fire pails, garbage cans
- Shovel, rake
- Brooms and dustpan
- Loppers and mallet
- Propane lantern and two stoves (bring your own propane fuel, canister size 16.4 ounces)
- Fire extinguisher
- Mattresses for indoor units only
- Picnic tables
- Wheelbarrows for assistance in transporting your camping gear to or from your camping unit. Please return the wheelbarrow to its lock site after use. Please be considerate and return these timely (20 minutes) as there are only a few wheelbarrows on site with multiple troops camping. At Camp Honi Hanta these are located near the front entrance across from the Lodge. At Camp

Caloosa these are located just beyond the front gate. Passengers are not permitted to be transported in wheelbarrows. Girls and adults are not to use the wheelbarrows for rides. No horseplay.

**Cooking Equipment:**

- Two Dutch ovens
- Two cast iron griddles
- Two cast iron fry pans
- Two aluminum stock pans
- Three plastic dishpans

**COOKING AND CAMPFIRES:**

- Campfires must be built in designated fire circles only. The camps do not provide firewood to campers, so please come prepared. If you have leftover wood, please leave a neat woodpile for the next camper.
- Three choices of cooking per unit:
  - Fire circle (bring own wood and fire starters)
  - Grill (bring own charcoal)
  - One propane stove (bring own propane fuel, canister size 16.4 ounces)
- Fire pail with water must be used in all fire circles. Liquid fire starters and Match Lite charcoal are not permitted. Only appropriate fire starters are allowed – refer to Outdoor Camp Skills At Camp training resources for more information.
- Propane stoves and lanterns may be used in unit houses or open areas. Charcoal fires must be in fire circle or in contained grills. Be sure to discard cold charcoal briquettes or if small enough breakup briquettes and mix with wood fire ashes in the fire circle.
- Do not leave fires unattended. Extinguish all fires before leaving. Never throw or burn trash in the fire circle or grills.
- Using state and county advisories and good judgment, council headquarters reserves the right to place its camps under a fire ban restriction at any time. If the camp is under a fire ban restriction, you must use the other two cooking options – either the grill (provide your own charcoal) or propane stove (provide your own propane fuel).
- You will be contacted either by a phone call or email if the council is under any state or county fire ban restriction.
- Turn over fire pails to eliminate possibility of standing water which could breed mosquitos. Please review information regarding the Zika virus and mosquitos in the FAQ section under Zika.





## CAMP RULES

- Day Use 12:00 p.m. – 5:00pm and Overnight Use 6:00pm – 11:00am.
- Campers should arrive in their campsite no earlier than stated on reservation form.
- Access to the property is done through the main gate, (codes sent via email), unless otherwise specified. The entrance gates to camps are to remain closed and locked at all times except during check-in and check-out process.
- Girl Scouts of Gulfcoast Florida is not responsible for loss or damage to personal equipment or possessions brought to camp.
- Smoking including e-cigarettes is never permitted in the presence of girls. Designated smoking area is outside of the gate and out of girls' eye site.
- No alcohol, firearms, or illegal drugs are allowed on camp property.
- No pets are allowed on GSGCF properties. Service animals are permitted; a service animal is trained to perform a specific task for the benefit of a person with a disability.
- Only one vehicle may be parked in each camp site and remain parked at all times unless there is an emergency. All other vehicles must be parked in designated camp parking lots. Camp roads must be clear for emergency vehicles at all times. Cars must stay on roads—no driving on the grass.
- All cars must obey posted 5 mph speed limit. They are very slow because girls' safety is important.
- Transporting passengers in non-passenger vehicles (such as the bed of a pickup truck) is prohibited.
- All campers should walk to designated units and all in-camp destinations. When traveling through camp, girls should always have a buddy with them. Leaders should know where girls are at all times.
- At all times, whenever walking on any GSGCF property, you MUST wear shoes that are closed toe/heel shoes with socks covering the ankles.
- Whenever you are participating in waterfront activities you MUST wear closed toe/heel water shoes or old sneakers. Flip flops, Crocs, and Croc-like footwear or bare feet are not permitted. Please review [Safety Activity Checkpoints](#).
- Tag-a-longs are not allowed at council events or camp activities. Tag-a-longs are siblings, infants, friends, family members and other Girl Scouts that are not registered in the troop or not appropriate grade level for the event activity.
- No golf carts, 4-wheelers, or utility vehicles may be operated on the camp property, except for those owned by GSGCF and approved for use.
- Fires can be built only in existing, established fire circles.
- All must adhere to camp fire ban restrictions when notified by council.
- Campsite(s) should be kept clean, orderly, and free from clutter at all times. Remember, Girl Scouts leave the site cleaner than it was found it. Failure to clean up may result in damage fees being assessed to your troop or group. Your group is responsible for taking your trash to the dumpster.
- Quiet time must be observed between the hours of 11pm and 7am. Please be a good neighbor to fellow property users and camp neighbors.

- In order to preserve the sites, ask girls not to rake or sweep the paths and leave flowers to grow. The ground cover (pine cones and needles, deer moss, twigs braches, etc.), should not be removed from any areas. Please practice the “Leave No Trace” principles when visiting any council properties. Visit [www.LNT.org](http://www.LNT.org).
- Animals call camp home. Make sure little creatures are not fed or removed from the property.
- Review mosquito control and refer to the Zika virus information contained in our FAQ section.
- Turn over fire pails so that water does not collect for potential mosquito breeding.
- Wheelbarrows may be used to transport camping gear to and from accommodation units. Please return the wheelbarrow to its lock site after use. Please be considerate and return these timely (20 minutes) as there are only a few wheelbarrows on site with multiple troops camping. At Camp Honi Hanta these are located near the front entrance across from the Lodge. At Camp Caloosa these are located just beyond the front gate. Passengers are not permitted to be transported in wheelbarrows. Girls and adults are not to use the wheelbarrows for rides. No horseplay.
- Be aware of alligators and snakes in all water areas. Observe signage in place at both Camp Honi Hanta and Camp Caloosa. These species are native to Florida and camp is an area of wilderness. Be cautious.



## FAQ'S

### ***How many adults should come to camp with our troop?***

Girls gain independence and self-reliance by trying new things, being responsible for their own belongings and interactions, and having opportunities to be away from home. Trained troop adults (Outdoor Camp Skills At Camp certification is required) should accompany girls on camping outings to meet the [Safety Activity Checkpoint](#) guidelines for group camping. Troop leaders should work to keep the number of adults attending campouts to the minimum to ensure that the experience of the girls is preserved. If additional adults are needed for overnights, troop leaders are to ensure that the adult is registered, and has completed the [Volunteer Application and Background Screening](#) prior to attending camp. They must be an approved volunteer with GSGCF in order to attend the overnight. Background checks are required for the following troop volunteers: Troop Leader (01), Assistant Leader or Co-Leader (02), Treasurer, Product Sales Manager (Fall Product Sale or Girl Scout Cookie Program), Troop Committee Member (volunteer who attends most troop meetings, acts as a first aider, or provides overnight and travel chaperoning).

### ***Can male volunteers attend camping overnights?***

Always provide separate sleeping and bathroom facilities for adult males. Males can sleep in a cabin, tent, or room with his wife and child, (not father and child only). If only one bathroom is available, be sure to create a sign that can be flipped or used to designate male or female and make sure everyone is instructed.

### ***Can non-member children (tag-a-longs) attend camp events?***

Tag-a-longs are not permitted as it is highly desirable that camp events be a time just for girls. We strongly encourage adults to secure childcare for their non-Girl Scout children so that they can concentrate on the needs and interests of the Girl Scouts in their care during Girl Scout events. All girls ages 5-18 must join Girl Scouts to attend camp events.

### ***Can we complete a service project during our stay at camp?***

Yes! Please send an email to [property@gsgcf.org](mailto:property@gsgcf.org) to suggest something or we can suggest a project that is appropriate for the age and ability level of your troop.

### ***What should we do if the weather is bad?***

Remember, "Be Prepared" is the Girl Scout motto! Troops should check the weather report a few days prior to their campout to see what the weather is going to be like. In the event of a storm (thunder and lightning), find shelter in a building or car. Keep car windows closed and avoid convertibles. If you are in the woods, take shelter under the shorter trees. If you are boating or swimming, get to land and find shelter immediately. There is a Fire Emergency bell located at camp, which can be used to warn about severe weather.

*Be prepared for emergencies and compile key contacts.* Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults and site security. Give an itinerary to a contact person at home; call the contact person upon departure and return. Create a list of girls' parents/guardians information, telephone numbers for emergency services and police, and council contacts – keep on hand or post in an easily accessible location. Always keep handy a well-stocked first-aid kit, girl health histories and contact information for the girls' families.

Check Safety Activity Checkpoints to determine the type of first aider needed. *Get a weather report.* On the morning of the activity, check **weather.com** or other reliable weather sources to determine if conditions are appropriate. If severe weather conditions prevent the activity, be prepared with a backup plan or alternate activity, and/or postpone the activity. Write, review, and practice evacuation and emergency plans for severe weather with girls. In the event of a storm, take shelter away from tall objects (including trees, buildings, and electrical poles). Find the lowest point in an open flat area. Squat low to the ground on the balls of the feet, and place hands on knees with head between them.

Help girls learn how to dress for the weather – rain gear, layers, and a hat are all good ideas. Troops should make plans for inclement weather and should practice a tornado and a fire drill upon arriving at camp.

### ***Can our group use a commercial kitchen?***

There is a commercial kitchen located at the Lodge at Camp Honi Hanta. Commercial kitchens are inspected by local health departments and have requirements and equipment that create unique training needs and additional costs to operate. Commercial kitchen use requires the following: No children under the age of 16 are to be present in the kitchen. The adult-in-charge in the kitchen must have an Event Cooking training from GSGCF. To find an Event Cooking course, visit [Activity Finder](#) prior to camping. Kitchen must be reserved.

### ***GSGCF properties are here for the use of all girls and council activities.***

We encourage campsite sharing to allow as many girls as possible to enjoy our properties. You may be asked to share properties based on activity and need. We expect all campers to respect other campers by respecting space, keeping noise down at appropriate times, and just being sister Girl Scouts following the Girl Scout Promise and Law. Camp is designed for the use of girls. Family Camping is not permitted.

### ***Do the camps have bugs or animals present?***

Yes, our camps are natural settings and, due to their size and environments, cannot be sprayed with pesticides to reduce tick or mosquito populations. In order to protect girls and adults from ticks and mosquitoes, all campers should wear bug spray containing DEET year-round. During hiking activities, girls should wear long pants, shoes, and socks for additional protection. In the event that your group encounters animals (snake, alligator, wild pig, bobcat, bat), please advise the girls to stay away from these animals in their natural environment. It is important to teach campers to never handle wild or unknown animals that are found at camp. These are natural habitats for animals and campers should never harass or try to evacuate them from open air shelters. If an animal is found in an indoor space such as a cabin or a camp building, campers should be evacuated from the space and adults should contact the council at 941-921-5358 or 800-232-4475, press 3 and follow the phone prompts for emergency processes and assistance.

### ***What is the Zika virus? Should I/we be concerned?***

Yes! Zika virus is a mild febrile illness caused by a mosquito-borne virus similar to those that cause dengue and West Nile virus infection. Refer to the Centers for Disease Control and Prevention for the most current and comprehensive information available, [www.cdc.gov](http://www.cdc.gov).

### ***How is Zika virus potentially transmitted while at camp or outdoors?***

Zika virus is primarily transmitted through the bite of an infected mosquito, including the same mosquitoes that can transmit dengue and chikungunya.

### ***What are the symptoms of Zika virus infection?***

People typically develop symptoms between 2 and 14 days after they are bitten by the infected mosquito. Severe disease requiring hospitalization is uncommon. Signs and symptoms of Zika virus may include: acute onset of low-grade fever, rash, joint pain, conjunctivitis (reddening of eye), body aches, headache, eye pain, and vomiting.

Contact your health care provider if you think you or a family member might be ill due to Zika virus infection.

### ***What can I do to prevent Zika virus infection?***

The best way to avoid Zika virus is to prevent mosquito bites. The best preventive measures are to **Drain** standing water to prevent mosquito breeding around your home or business, **Cover** doors and windows with screens to keep mosquitoes outside of homes, and **Cover** skin with clothing or mosquito repellent to prevent mosquito bites.

DRAIN standing water:

- Drain water from garbage cans, buckets, pool covers, coolers, toys, flowerpots or any other containers where sprinkler or rainwater has collected.
- Discarded old tires, drums, bottles, cans, pots and pans, broken appliances and other items that aren't being used.
- Empty and clean birdbaths and pet's water bowls at least once or twice a week.
- Protect boats and vehicles from rain with tarps that don't accumulate water.
- Maintain swimming pools in good condition and appropriately chlorinated. Empty plastic swimming pools when not in use.

COVER your skin with:

- CLOTHING - If you must be outside when mosquitoes are active, cover up. Wear comfortable shoes, socks, long pants and long sleeves.
- REPELLENT – Apply mosquito repellent to exposed skin and clothing. Always use repellents according to the label. Environmental Protection Agency (EPA) registered repellents with 10-30 percent DEET, picaridin, IR3535, and some oil of lemon eucalyptus and para-menthane-diol products provide longer-lasting protection.
- Permethrin repellent can also be applied to clothing (but not skin). It is safe for pregnant or nursing women to use EPA-approved repellants if applied according to package label instructions.

For information on the Zika virus and mosquito bite prevention:

<http://www.floridahealth.gov/diseases-and-conditions/mosquito-borne-diseases/prevention.html> and [http://www.floridahealth.gov/diseases-and-conditions/zikavirus/index.html?utm\\_source=flhealthIndex](http://www.floridahealth.gov/diseases-and-conditions/zikavirus/index.html?utm_source=flhealthIndex).

The Center for Disease Control and Prevention, <http://www.cdc.gov/zika/> also available in Spanish, [http://www.cdc.gov/spanish/mediosdecomunicacion/comunicados/d\\_recomendaciones\\_viajeros\\_virus\\_de\\_l\\_zika\\_011516.html](http://www.cdc.gov/spanish/mediosdecomunicacion/comunicados/d_recomendaciones_viajeros_virus_de_l_zika_011516.html).

For Mosquito-borne disease and vector surveillance, please visit,

<http://www.floridahealth.gov/diseases-and-conditions/mosquito-borne-diseases/surveillance.html> and <http://www.cdc.gov/zika/vector/index.html>.



**COUNCIL EQUIPMENT REQUEST FORM**

4780 Cattlemen Road, Sarasota, FL 34233  
 941-921-5358 or 800-232-4475 • Fax: 941-923-5241  
 Email: [property@gsqcf.org](mailto:property@gsqcf.org) Website: [www.gsqcf.org](http://www.gsqcf.org)

This form must be received in the council headquarters **TWO WEEKS** prior to the event. Fill in all information legibly and completely and save completed form to use as an attachment or print and fax. Please submit payment with this form.  
 You are responsible for damages, repairs, or the replacement costs of any damaged equipment.

**CONTACT INFORMATION**

Troop #	Service Unit	Leader/Event Director Name	Grade Level(s)
Email		Cell Phone #	Emergency Contact

**EQUIPMENT REQUESTED AT:** ● CALOOSA ● HONI HANTA

<b>Archery (FREE w/site rental)</b> *(Day Use Only, \$25.00 per each 2 Hour Block (max 4 hours).  <b>Girl Scout Brownies &amp; up</b> 10 participants per block  Girls ____ Adult Females ____ Males ____	<b>Canoes (FREE w/site rental)</b> *(Day Use Only, \$25.00 per each 2 Hour Block (max 4 hours).  <b>Girl Scout Brownies &amp; up</b> 2 person canoes Girls ____ Adult Females ____ Males ____	<b>Kayaks (FREE w/site rental)</b> *(Day Use Only, \$25.00 per each 2 Hour Block (max 4 hours).  <b>Girl Scout Brownies &amp; up</b> 1 person kayaks  Girls ____ Adult Females ____ Males ____
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<b>Desired date</b>	<b>Desired date</b>	<b>Desired date</b>
Archery Trained Facilitator	Canoe Trained Facilitator	Kayak Trained Facilitator
	Certified Adult Lifeguard	Certified Adult Lifeguard

<b>AVAILABLE IN 2 HOUR TIME BLOCKS</b>	<b>AVAILABLE IN 2 HOUR TIME BLOCKS</b>	<b>AVAILABLE IN 2 HOUR TIME BLOCKS</b>
If reserving for 4 Hours, select two time blocks	If reserving for 4 Hours, select two time blocks	If reserving for 4 Hours, select two time blocks
<input type="checkbox"/> 8:00am-10:00am	<input type="checkbox"/> 8:00am-10:00am	<input type="checkbox"/> 8:00am-10:00am
<input type="checkbox"/> 10:00am-12:00pm	<input type="checkbox"/> 10:00am-12:00pm	<input type="checkbox"/> 10:00am-12:00pm
<input type="checkbox"/> 12:00pm-2:00pm	<input type="checkbox"/> 12:00pm-2:00pm	<input type="checkbox"/> 12:00pm-2:00pm
<input type="checkbox"/> 2:00pm-4:00pm	<input type="checkbox"/> 2:00pm-4:00pm	<input type="checkbox"/> 2:00pm-4:00pm
<input type="checkbox"/> 4:00pm-6:00pm	<input type="checkbox"/> 4:00pm-6:00pm	<input type="checkbox"/> 4:00pm-6:00pm

**CAMP HONI HANTA ONLY**

<b>Low Ropes/Elements Course (FREE w/site rental)</b> <b>Girl Scout Brownies &amp; up</b>  <b>1 Trained Facilitator for 14 girls + 1 Adult Helper</b> *(Day Use Only, \$25.00 per each 2 Hour Block) Max 4 Hours	<b>Swimming Pool (\$5 per person – for 2 HOUR BLOCK)</b> <b>ALL GRADE LEVELS</b>  <b>Capacity 70 (Multiple troops may share time blocks. Each group must have own lifeguard.)</b> Max 4 Hours
---	---

Trained Facilitator	Certified Adult Lifeguard
Date Trained	Date Trained
Date Preferred: ____/____/____	Date Preferred: ____/____/____
<b>Time (Use checkboxes below):</b>	<b>Time (Use checkboxes below):</b>
If reserving for 4 Hours, select two time blocks.	If reserving for 4 Hours, select two time blocks.
<input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:00am-12:00pm <input type="checkbox"/> 12:00pm-2:00pm	<input type="checkbox"/> 8:00am-10:00am <input type="checkbox"/> 10:00am-12:00pm <input type="checkbox"/> 12:00pm-2:00pm
<input type="checkbox"/> 2:00pm-4:00pm <input type="checkbox"/> 4:00pm-6:00pm	<input type="checkbox"/> 2:00pm-4:00pm <input type="checkbox"/> 4:00pm-6:00pm
Total # _____ Hours @ \$25.00 per 2 Hour Block = \$ _____	Total # _____ Participants @ \$5.00 per person = \$ _____
<b># of Participants</b>	<b># of Participants</b>
Girls ____ Adult Females ____ Adult Males ____	Girls ____ Adult Females ____ Adult Males ____
<i>Each Element must have a Trained Facilitator if more than one Element is used simultaneously.</i>	<b># Lifeguard/Adult Watchers (Not Swimming)</b> Females ____ Males ____

**METHOD OF PAYMENT**

<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK ENCLOSED	AMOUNT PAID \$ _____
<input type="checkbox"/> CHARGE (FULL AMOUNT MUST BE CHARGED) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
CREDIT CARD #	EXPIRATION DATE	SEC CODE
NAME (Print as it appears on card)	SIGNATURE	

# FACILITY RESERVATION FORM (Girl Scout Houses/GECC)

Girl Scouts of Gulfcoast Florida, Inc. ♦ 4780 Cattlemen Rd. ♦ Sarasota, FL 34233  
 941-921-5358 ♦ 800-232-4475 ♦ FAX: 941-923-5241 ♦ Email: [property@gsgcf.org](mailto:property@gsgcf.org) ♦ Website: [www.gsgcf.org](http://www.gsgcf.org)



**Please complete the form and submit via email, fax, or regular mail.**

**PLEASE NOTE - PAYMENT MUST BE INCLUDED (attach check or provide credit card information below).**

**The following are processing dates for events: (Requests received early will be held until processing date.)**

**TROOP:** (3) three months prior to date ♦ **SERVICE UNITS/COUNTY:** (6) six months prior to date

Troop event - Troop # \_\_\_\_\_  Service unit event - Service unit (must be filled in) \_\_\_\_\_  County event

Grade level(s):  K-1 (Daisy)  2-3 (Brownie)  4-5 (Junior)  6-8 (Cadette)  9-10 (Senior)  11-12 (Ambassador)  Multi level

Event coordinator name \_\_\_\_\_ Event title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

#Girls \_\_\_\_\_ #Females \_\_\_\_\_ #Males \_\_\_\_\_ Total attending \_\_\_\_\_ Will you need accommodations for men?  Yes  No

Girl Scout Houses	Day Capacity	Overnight Capacity
Arcadia	30	n/a
Bradenton	60	40
Collier	45	25 No Sunday morning availability.
Sebring	20	20
Venice	20	20 No Friday afternoon availability.
<b>Gulfcoast Event and Conference Center (GECC)</b>		
	200	125
Day Usage: Friday-Monday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. <i>except as noted above.</i>		
Overnight Usage: Friday-Saturday 6 p.m. – 7:45 a.m. next day.		

**Girl Scout House Rental Fees:**  
 Day usage 8 a.m. – 12 p.m. \$20  
 Day usage 1 p.m. – 5 p.m. \$20  
 Full Day 8 a.m. – 5 p.m. \$40  
 Overnight 6 p.m. – 7:45 a.m. \$40

**Cancellation Refund Policy Applies**  
 30 days prior to camp date – full amount paid will be refunded  
 29-15 days prior to camp date – half amount paid will be refunded  
 14 days or less prior to camp date – NO REFUND

1st choice \_\_\_\_\_ to \_\_\_\_\_  
 Day/Date Day/Date Facility Unit/Room(s)

2nd choice \_\_\_\_\_ to \_\_\_\_\_  
 Day/Date Day/Date Facility Unit/Room(s)

Girl Scout House/GECC arrival time \_\_\_\_\_ Girl Scout House/GECC departure time \_\_\_\_\_

Day Usage: Friday-Monday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. *except as noted above.*  
 Overnight Usage: Friday-Saturday 6 p.m. – 7:45 a.m. next day.

**CURRENT CERTIFICATIONS**

Name of certified Outdoor Skills facilitator \_\_\_\_\_ Name of FA/CPR trained facilitator \_\_\_\_\_

**PLEASE CHARGE MY:**  MasterCard  Visa  Discover  American Express Amount to be charged \$ \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Print name as it appears on card \_\_\_\_\_ Signature \_\_\_\_\_

**OFFICE USE ONLY:** Date received \_\_\_\_\_ Date processed \_\_\_\_\_ Email date \_\_\_\_\_

Reservation confirmed for \_\_\_\_\_ to \_\_\_\_\_ Facility \_\_\_\_\_ Units \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Refund \$ \_\_\_\_\_

Account # \_\_\_\_\_

## Participation Permission in Water Activities - Release of Liability

I, \_\_\_\_\_, on behalf of my minor child,  
\_\_\_\_\_, any personal representatives, heirs, and next of kin,  
hereby release the Girl Scouts of Gulfcoast Florida and their agents, employees and/or officers and Board of Directors from any liability of personal injury, death, or property damage through my child's participation in Girl Scout water activities.

I am fully aware, understand and acknowledge that my child(ren) will be involved in water activities, such as swimming, canoeing, Kayaking, and boating.

I knowingly assume the risks, release and covenant not to sue the Girl Scouts of Gulfcoast Florida and their agents for any liability whatsoever resulting from my minor child's participation in water activities.

Further, I am fully aware, understand and acknowledge that my child(ren) will be involved in water activities and that these activities have inherent risks associated with it, including but not limited to sunburn, skin and hair irritation, other bodily injury and even death. I knowingly assume those risks, release and covenant not to sue Girl Scouts of Gulfcoast Florida and their agents the liability whatsoever resulting from my child's participation in these activities. In the event of an injury, I consent to emergency medical attention for my child.

I have confidence that my child can pass a Red Cross Swim Test for Beginners including the following:

- jump feet first into the water \_\_\_\_\_ (initial here)
- level off and swim 25 feet on the surface \_\_\_\_\_ (initial here)
- stop and turn sharply \_\_\_\_\_ (initial here)
- resume swimming \_\_\_\_\_ (initial here)
- return to the starting place \_\_\_\_\_ (initial here)

Additionally, I have advised my child to listen to lifeguards, water activity instructors and all adults involved in administering water activities regarding rules and procedures.

The undersigned hereby agrees to indemnify and hold harmless the Girl Scouts of Gulfcoast Florida any loss, liability, damage, or cost that may occur as a result of my minor child's participation in water activities.

Parent/Guardian printed name \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Child's name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_





**SERVICE UNIT CAMP SITE and  
EQUIPMENT RESERVATION Form**  
Submit form to [PROPERTY@GSGCF.ORG](mailto:PROPERTY@GSGCF.ORG)  
(FAX) 941.923.5241

Date Received in Council
--------------------------

Please complete this form to request day or overnight service unit camping. Refer to the council website for camp rules, *Safety-Activity Checkpoints* and specific camp information. A \$100 deposit must accompany this form to process the requested date. Accurate participation numbers are required for grant purposes. ***You are asked to review and update participant numbers 30 days prior to event.***

Today's date \_\_\_\_\_ **Standard camp times: Day use - 12 p.m. - 5 p.m. | Overnight use - 6 p.m. - 11 a.m.**

Event coordinator name \_\_\_\_\_ Event title \_\_\_\_\_ Service unit \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email address \_\_\_\_\_

Phone number \_\_\_\_\_ Cell number \_\_\_\_\_

At-Camp contact name \_\_\_\_\_ Cell number \_\_\_\_\_

Grade level  DA (K-1)    BR (2-3)    JR (4-5)    CA (6-8)    SR (9-10)    AMB (11-12)    MULTI

**GIRL SCOUT CAMPS - Camp Caloosa (capacity 131) | Camp Honi Hanta (capacity 178)**

**1 INDICATE DESIRED RESERVATION.** *Please provide a 1<sup>st</sup> and 2<sup>nd</sup> reservation choice.*

**FIRST CHOICE**

**SECOND CHOICE**

Camp: \_\_\_\_\_

Camp: \_\_\_\_\_

Check-in date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check-in date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check-out date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check-out date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Arrival time: \_\_\_\_:\_\_\_\_  AM  PM

Arrival time: \_\_\_\_:\_\_\_\_  AM  PM

Departure time: \_\_\_\_:\_\_\_\_  AM  PM

Departure time: \_\_\_\_:\_\_\_\_  AM  PM

**2 INDICATE OVERNIGHT SLEEPING ACCOMMODATIONS.** *Numbers shown below indicate the maximum overnight sleep capacity. Use this section to indicate the sleeping arrangements anticipated by your service unit.*

<b><u>Caloosa</u></b>	<b><u># Girls</u></b>	<b><u># Females</u></b>	<b><u># Males</u></b>	<b><u>Honi Hanta</u></b>	<b><u># Girls</u></b>	<b><u># Females</u></b>	<b><u># Males</u></b>
Lodge (15)	_____	_____	_____	Lodge (0)	_____	_____	_____
Chalet (16)	_____	_____	_____	Lodge Commercial Kitchen (0)	_____	_____	_____
Flamingo Flats (18)	_____	_____	_____	Armadillo Alley (34)	_____	_____	_____
Pelican Perch (18)	_____	_____	_____	Eagle's Perch (28)	_____	_____	_____
Timberford* (32)	_____	_____	_____	Weaver's Nest (32)	_____	_____	_____
Quail Run* (32)	_____	_____	_____	Hoot Howl Point* (32)	_____	_____	_____
				Round House* (32)	_____	_____	_____
				Manatee House (20)	_____	_____	_____

**LIST NAMES OF ODS TRAINED FACILITATORS (ONE PER UNIT REQUIRED) IN THE SPACE PROVIDED BELOW**

Golf Cart Requested    Yes     No

**LIST NAMES OF TRAINED EVENT COOKING FACILITATOR FOR CAMP HONI HANTA BELOW**

**3 INDICATE ADDITIONAL DAYTIME ONLY PARTICIPANTS.** *If hosting additional participants during the daytime hours only, please indicate the number of additional participants attending who are not staying overnight. Counts below should not be included with those shown in the overnight section.*

Saturday daytime headcount:      Number of girls \_\_\_\_\_      Number of adult females \_\_\_\_\_      Number of adult males \_\_\_\_\_  
 Sunday daytime headcount:      Number of girls \_\_\_\_\_      Number of adult females \_\_\_\_\_      Number of adult males \_\_\_\_\_

**4 INDICATE EQUIPMENT REQUESTED.** *Free with site rental EXCEPT pool. Day Use only 8am-6pm.*

EQUIPMENT REQUESTED AT:			● CALOOSA	● HONI HANTA
<b>Archery</b>  Girl Scout Brownies & up 10 participants per block  Girls _____ Adult Females _____ Males _____	<b>Canoes</b>  Girl Scout Brownies & up 2 person canoes  Girls _____ Adult Females _____ Males _____	<b>Kayaks</b>  Girl Scout Brownies & up 1 person kayaks  Girls _____ Adult Females _____ Males _____		
<b>Desired date</b>	<b>Desired date</b>	<b>Desired date</b>		
Archery Trained Facilitator	Canoe Trained Facilitator	Kayak Trained Facilitator		
	Lifeguard or Swim Test/Water Waiver	Lifeguard or Swim Test/Water Waiver		
CAMP HONI HANTA ONLY				
<b>Low Ropes/Elements Course</b> Girl Scout Brownies & up  1 Trained Facilitator for 14 girls + 1 Adult Helper 8am-6pm		<b>Swimming Pool (\$5 per person)</b> <b>ALL GRADE LEVELS</b>  Capacity 70 (Multiple troops may share time blocks) 8am-6pm		
Trained Facilitator		Certified Adult Lifeguard		
Date trained		Date trained		
1 <sup>st</sup> choice date	2 <sup>nd</sup> choice date	1 <sup>st</sup> choice date	2 <sup>nd</sup> choice date	
<b># of Participants</b> Girls _____      Adult Females _____      Adult Males _____  <i>Each element must have a Trained Facilitator if more than one element is used simultaneously.</i>		<b># of Participants</b> Girls _____      Adult Females _____      Adult Males _____  <b># Lifeguard Watcher (Not Swimming)</b> Girls _____      Adult Females _____      Adult Males _____		

I know, understand, have read, and agree to meet the requirements set forth for this activity in *Safety Activity Checkpoints, Volunteer Essentials, and GSGCF policies and rules*. I further understand that I am responsible to ensure that the event coordinator(s) and all assisting adults have read and meet the requirements set forth in activities described in *Safety Activity Checkpoints, Volunteer Essentials, and Girl Scouts of Gulfcoast Florida, Inc. Volunteer Policies, Standards, Guidelines and Procedures*. Each of these documents and others may be found at [gsgcf.org Volunteer Resources](http://gsgcf.org/VolunteerResources).

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>PAYMENT INFORMATION:</b> <ul style="list-style-type: none"> <li>A deposit of \$100 MUST be submitted with each service unit camping request. Option: payment in full now.</li> <li>Balance due 30 days prior to the reservation date</li> <li>If completed less than 4 weeks prior to the reservation date, you must pay in full at time of request.</li> </ul>	<b>REFUND POLICY:</b> <ul style="list-style-type: none"> <li>60 days prior to the reserved date, full refund of amount paid.</li> <li>59 – 45 days prior to reserved date, half of the amount paid will be refunded.</li> <li>44 days prior to reserved date, NO REFUND.</li> <li>Less than two weeks prior to the reserved date, service unit will be charged a cancellation fee of \$150 (as this does not allow others to reserve).</li> </ul>
<b>OFFICE USE ONLY:</b> Date approved _____/_____/_____ Initials _____ Account number _____ Amount to charge for deposit \$ _____ Balance due \$ _____ Balance due date _____/_____/_____ Refund amount \$ _____ Refund date _____/_____/_____	<b>PAYMENT TYPE:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card Please charge my: <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> Am. Express <b>Credit Card #</b> _____ - _____ - _____ - _____ <b>Sec #</b> _____ <b>Exp. Date:</b> _____/_____/_____ <b>Amount: \$</b> _____ <b>Cardholder's Name (print)</b> _____ <b>Cardholder's Signature</b> _____

## Troop Registration Process: Tutorial for Doubleknot - Our Online Property Reservation System

- Go to [www.gsgcf.org](http://www.gsgcf.org)
- Click on CAMPS+ (Link is located in menu near top of page)
- Click on OUR CAMPS
- Ensure that you review the Camping and Reservation Information and Forms document.
  - Registration Process, Confirmations, Cancellation Policy, and Refund Policy
  - Troop Camping, Service Unit Camping, and Day Use
  - What Troops Must Bring — Site Equipment
  - Camp Rules
  - FAQs
  - Council Equipment Request Form
  - Facility Reservation Form
  - Service Unit Camp Site Reservation Form
  - Camp Check-Out Checklist (Caloosa and Honi Hanta)
  - Troop Camping Readiness Quiz
  - Countdown to Troop Camping
  - Sample Grocery Planner
- Click on RESERVE NOW.
- Select a Category\*:
  - Day Use
  - Equipment - Archery, Canoe, Kayak available at both camps. Low Ropes/Elements Course and Pool available at Camp Honi Hanta only.
  - Kitchen and Dining - (Lodge/kitchen use for Camp Honi Hanta only)
  - Overnight Stays

We suggest you reserve either Day Use or Overnight Stays category and add your unit to your shopping cart before selecting the Equipment category.

- Select dates and Duration (below calendar):
  - For an overnight reservation first use drop down arrow under Duration to select number of night(s) before selecting the calendar date.
  - For day use, just select the calendar date.

The site will show either RESERVE (click on button to reserve) or **NOT AVAILABLE** (grayed out) on right side of screen. You can view the Costs, Capacity and click on More...for pictures and descriptions of the site before making a selection.

If you reserve a unit(s), the unit is removed from inventory and will now show **NOT AVAILABLE**.

- If you would like to add Equipment to your reservation, on the left side of the screen, under Category, use the drop down menu, select Equipment, select Date, select Start Time, and click Search. If the time block is available, click RESERVE and it will add the reservation to your cart. All equipment reservations are sold in 2-hour time blocks. If you would like to reserve up to a 4-hour time block, select two time blocks. You will add each 2-hour time block as a separate item to your cart. For each equipment activity you select, you will be requested to list a trained facilitator during your reservation process.

When reserving the pool at Camp Honi Hanta, you will be prompted to enter the number of girls, adult females and males, who will be assessed \$5 per person per two-hour block. You will also be prompted to enter the number of adult lifeguard(s) and watcher(s) who will not be assessed the additional \$5 fee.

- Click the CHECKOUT button to continue the property reservation process, and follow the prompts. Order of prompts may vary depending upon order of items placed in your shopping cart.

Price Group – Please select one of the price groups below:

- Groups day use only
- Groups staying overnight Click Continue

- At Create/Edit Your Group Information, enter your contact information.
- The Group Information page asks the following - \* Indicates ALL are required fields
  - \*Troop Number
  - \*Main Contact First Name
  - \*Main Contact Last Name
  - \*Email Address
  - \*Mailing Address
  - \*City
  - \*State
  - \*Postal Code
  - \*Phone Number – indicate the number where you can be reached when you are at camp; cell phone number is best.
  - \*Age Level of Girls – choose Multi if more than one grade level.

Click Continue.

- For each of the subsequent item(s) you reserved in your cart, you will be prompted to enter in the following:
  - Enter the total number of adult females, adult males, and girls (Day Use or Overnight Stays)
  - Select one of the price groups below:
  - “Groups day use only” or “Groups staying overnight”
  - In the shopping cart if you selected Equipment or if you selected an additional unit, you will be notice the following message “More Information is needed to complete this purchase”. Click the “Fix-It” button and follow the prompts which will include entering in the total number of adult females, adult males, and girls for each of the additional cart items. You will be prompted to click on the Price Group and make a selection.
  - Click Continue, and Continue again at the Create/Edit Your Group Information screen.
  - If you chose an Equipment category, enter a trained facilitator name and date was trained. Click Continue, and you will be prompted again to enter in the number of participants.
  - You will return to the shopping cart after completing each “Fix It” prompt.
  - Repeat this process for each “Fix It” item in your shopping cart. Once all “Fix It” items are completed and no longer appear in your cart, click Checkout.
- Click CHECKOUT
  - Verify your name and address information. If the reservation owner is paying by credit card, make sure that the name and billing address are the ones associated with that credit card.
  - Enter credit card payment method – GSGCF accepts only Visa, MasterCard, Discover, and American Express.
  - Click Save.
  - Verify reservation information, subtotal, and dates. If staying two or more nights, this screen will reflect the discount.
  - Complete checkout.

**Confirmation Process:**

- Once your property reservation has been processed through Doubleknot with full payment, you will receive an automated email notification for your purchase.
- Council will send an email confirmation on the Wednesday prior to your camp date, which will contain the gate codes and equipment depot codes.

**Cancellation Process:**

- The total fee and deposit are refunded if the event is cancelled by GSGCF staff.
- Please note: all property reservations are rain or shine unless cancelled by GSGCF staff.

**Refund Process for Troops:**

- 30 days prior to camp date, full amount paid will be refunded.
- 29 – 15 days prior to camp date, half amount paid will be refunded. 3.) 14 days or less prior to camp date, NO REFUND.

Refund exceptions are handled on a case-by-case basis. To request a refund, please email [property@gsgcf.org](mailto:property@gsgcf.org) or call during business hours, Tuesday – Friday, 941-921-5358 or 800-232-4475, ext. 301.

**Customer Care:**

If you need assistance, you may email or contact Customer Care at [customercare@gsgcf.org](mailto:customercare@gsgcf.org) or call 941-921-5358 or 800-232-4475, press 8 for online assistance. Business hours are Tuesday – Friday, 7:30am – 5:30pm.



**Camp Check-Out Checklist**

**CAMP CALOOSA**

**CAMP HONI HANTA**

Date: \_\_\_\_\_ Unit Used: \_\_\_\_\_

Troop Number: \_\_\_\_\_ Number of Girls: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Outdoor Camp Skills Trained Facilitator: \_\_\_\_\_

Person Completing the Checklist: \_\_\_\_\_

*Each troop/group is **required** to complete the check-out checklist (one for each unit location used) prior to leaving camp. **PLEASE PLACE THIS COMPLETED FORM IN THE WHITE MAILBOX BY THE FRONT GATE.** These are collected early each week.*

*If there is an emergency situation, call 911. For other emergency situations, please call (941) 921-5358, press 3 for emergency options, and follow the prompts. If it is not an emergency, please contact council during regular business hours, Tuesday - Friday, 7:30am – 5:30pm at 941-921-5358.*

\_\_\_\_\_ All water is turned off. No faucets are dripping; all hoses are off; toilets are flushed and clean, not left running. (If a toilet does not shut off, turn off the valve under the tank, and note on maintenance log on page 2.)

\_\_\_\_\_ Toilet paper has been left in each stall, for the next group.

\_\_\_\_\_ Showers are wiped down and clean with hair removed from drains.

\_\_\_\_\_ All table tops, benches, chairs, counters, sinks, and mirrors are wiped down and clean.

\_\_\_\_\_ All sleeping, kitchen, and activity area floors are swept and dirt and debris removed.

\_\_\_\_\_ Restroom floors are swept and mopped, with no standing water left.

\_\_\_\_\_ All doors including restroom doors to the outside are closed.

\_\_\_\_\_ Refrigerators are wiped out; all items removed; and refrigerators are left plugged in and working, with the doors tightly closed.

\_\_\_\_\_ All litter inside and around the buildings and on the ground has been picked up.

\_\_\_\_\_ Trash cans are all empty; trash has been taken to the dumpster (at front of camp) and recycling bins; and large (40 gallon) trash bags are in all cans, ready for the next group.

\_\_\_\_\_ All lights and fans are off.

\_\_\_\_\_ All windows are closed. Window flaps have been rolled up to the top, ropes wound up.

\_\_\_\_\_ (Lodge and Chalet at Camp Caloosa only) A/C thermostats have been set at 82 degrees; heat is off in cooler weather.

\_\_\_\_\_ (Manatee House and Lodge at Camp Honi Hanta only) A/C thermostats have been set at 82 degrees; heat is off during cooler weather.

\_\_\_\_\_ (Manatee House at Camp Honi Hanta only) Lower-level area is clean and trash has been removed.

\_\_\_\_\_ Ashes were left in fire circle and wet down. Only unburned and partially burned cold logs have been placed in the fire circle cans for re-use.

\_\_\_\_\_ Buckets, rakes, and shovels have been returned to the unit's activity area.

\_\_\_\_\_ All personal items have been removed from all buildings and in each unit. (Please remember to check underneath each bunk in the cabins.)

**Please list anything that is in need of repair or maintenance below:**

**Please list any equipment at  Camp Caloosa/  Camp Honi Hanta that you found in need of repair or broken:**

What did you enjoy the most during your stay at  Camp Caloosa/  Camp Honi Hanta?

---

*The front gate is always to be closed while the camp is in use. Please leave the gate closed when your camp visit is over. Thank you for leaving your checklist in the mailbox by the front gate, and we hope you make reservations to return again soon!*

😊😊😊 Girl Scouts leave places cleaner than they found them! 😊😊😊

## Troop Camping Readiness Quiz

Read each statement below and circle the answer that is most like the girls and adults in your troop. If you are new to your troop, ask the leader to assist you in completing this quiz.

	1	2	3
1. The girls have expressed excitement and enthusiasm to go camping.	All or most of the girls	Some of the girls	Few or none of the girls
2. The girls have had experience sleeping over at a friend's house or slumber parties.	All or most of the girls	Some of the girls	Few or none of the girls
3. The girls have attended resident camp.	All or most of the girls	Some of the girls	Few or none of the girls
4. The girls have gone on field trips, day camping, or overnight family camping.	All or most of the girls	Some of the girls	Few or none of the girls
5. The girls would be able to cope with darkness, night noises, insects, mice....	All or most of the girls	Some of the girls	Few or none of the girls
6. How about the adults going camping with the girls?	Sure! We're brave!	Probably	Eek! No way!
7. The girls and adults can manage with little or no privacy or quiet time alone.	All or most of us	Some of us	Few or none of us
8. The girls get along well with each other, no one feels left out or picked on.	All or most of the time	Some or part of the time	Rarely or hardly ever
9. The girls rarely argue and can settle disagreements peacefully among themselves.	All or most of the time	Some or part of the time	Rarely or hardly ever
10. The girls listen at troop meetings and follow verbal instructions well.	All or most of the time	Some or part of the time	Rarely or hardly ever
11. The girls have used Kaper Charts, dividing meeting jobs without being reminded to do their job.	All or most of the time	Occasionally	Rarely or hardly ever
12. Girls have taken the responsibility to plan and follow through on troop activities.	All or most of the time	Some or part of the time	Rarely or hardly ever
13. Girls remember to bring items for troop meetings: handbooks, permission forms, treats....	All or most of the time	Some or part of the time	Rarely or hardly ever
14. Girls take responsibility for their personal belongings and clean up at the end of meetings.	All or most of the time	Some or part of the time	Rarely or hardly ever
15. Do you sense that girls make their own beds at home and can roll and tie their own sleeping bags?	Probably most or all could	Some could	Probably not
16. Have girls had experience at troop meetings or home in preparing food and snacks?	All or most of the girls	Some of the girls	Few or none of the girls
17. Would the girls be able to wash dishes, clean up the cooking area and store or handle food properly?	All or most of the girls	Some of the girls	Few or none of the girls
18. Could the girls read and follow recipes, measure ingredients, use sharp knives or other cooking tools?	All or most of the girls	Some of the girls	Few or none of the girls
19. Would the girls be able to lift pots or pans, stir food that is cooking, carry bowls and pans safely?	All or most of the girls	Some of the girls	Few or none of the girls
20. Are the parents ready to let their daughter go camping?	All or most parents	Some parents	Few or no parents
Total the number of circled items in each column	_____		

If 6 or more items are circled in column 3 ~ there's work to be done before the girls are ready for an overnight experience.

When more items are circled in column 2 and column 1, you are on your way to a more enjoyable overnight. More planning and work can be done by the girls. This makes the overnight a learning experience for the girls and a less stressful experience for the adults.





## COUNTDOWN TO TROOP CAMPING

Below is a list of activities a troop might do to prepare for a first-time troop campout.

### **SIX MONTHS BEFORE CAMPING:**

- Determine troop's readiness to go troop camping
- Take appropriate training
- Develop a preliminary budget
- Estimate income (cookie rewards, QSP credit)
- Estimate costs (site fee, food & program supplies)
- Determine possible dates
- Recruit adult support
- Plan and discuss safety procedures (consult Safety Activity Checkpoints)

### **FOUR MONTHS BEFORE CAMPING:**

- Visit site or talk to someone who has been there
- Determine knowledge and skill of girls
- Learn skills and prepare for outing

### **THREE MONTHS BEFORE CAMPING:**

- Plan and discuss safety procedures
- Put together a first aid kit

### **ONE TO TWO MONTHS BEFORE CAMPING:**

- Choose program activities to do on site
- Plan and discuss on-site rules, review/practice safety procedures
- Make troop equipment list
- Make personal equipment list
- Plan menus
- Finalize budget

### **TWO WEEKS BEFORE CAMPING:**

- Obtain health histories and parental permission slips
- Arrange transportation and in-town emergency contact
- Make Kaper Charts, assign jobs for before and during campout

### **WEEK OF CAMPING:**

- Gather necessary equipment
- Shop for food
- Pack troop equipment
- Pack personal equipment
- Pack food
- Provide in-town emergency contact with trip itinerary and camp contact information



END OF DOCUMENT

DRAFT UPDATE 9/16/2016, 12/1/2016, 2/15/2017, 3/16/2017