

How to Reserve Camp Manual

CONTENTS

- KEY TERMS2**
- RESERVING A COUNCIL CAMP PROPERTY2**
 - Who Can Reserve a Campsite? 2
 - Service Unit Encampments 2
 - Troops and other Girl Scout Groups 2
- RESERVATION WORKSHEET2**
 - The Encampment Coordinator and Adult in Charge 2
 - Required Certifications 3
 - Building Usage 4
- ENCAMPMENT CHECKLIST5**
 - 4 Months Prior to Encampment 5
 - 30 Days Prior to Encampment 5
 - At the Event 5-6
 - At the End of the Event 6
 - After the Event 6
- NON-GIRL SCOUTS AT CAMP6**

KEY TERMS

- » Encampment – Service Unit led Troop camping weekend
- » Troop Camp – Troop planned camping weekend
- » Adult in Charge – Point of contact on-site for Council staff before, during, and after
- » Service Unit Encampment Coordinator – Point of contact for Council staff before and during camping weekend
- » Council Encampment Coordinator – Council staff responsible for managing property reservations
- » Doubleknot – Council Encampment Reservation software

RESERVING A COUNCIL CAMP PROPERTY

Encampments are a great way for girls to explore the outdoors while growing friendships with girls in their Troop, Service Unit, and Council. Make your reservations well in advance as facilities fill up quickly. Weekend use is high. Consider reserving a camp during school breaks and vacations. Girl Scout groups have priority for camp reservations.

WHO CAN RESERVE A FACILITY?

Girl Scout Service Units or Troops with the appropriate Girl Scout certifications or non-Girl Scout groups. Non-Girl Scout groups should refer to the section Non-Girl Scouts at Camp. We do not allow personal use of camp.

SERVICE UNIT ENCAMPMENTS

Service Units will receive only one encampment weekend per year, unless Service Unit size is over 550 registered girls by March of current membership year. Larger Service Units may discuss their needs with the Council Encampment Coordinator.

Reservations will be made on Doubleknot, our new property request system. If assistance is needed, email Encampments: encampments@girlscoutsaz.org. Property availability may be checked through Doubleknot. You will be sent a confirmation email once the reservation and deposit have been submitted.

TROOPS AND OTHER GIRL SCOUT GROUPS

Troop or Group reservations are made after Council Sponsored and Service Unit encampments have been reserved. You can view the calendar on the website and reserve your Troop camping days/weekend or email the Council Encampment Coordinator for available dates.

You will receive a confirmation email once your Troop reservation and 10% deposit have been completed.

RESERVATION WORKSHEET

The reservation worksheet helps prepare the information needed to plan your encampment. Each camp has its own reservation worksheet, which can be found on the Council website.

THE ENCAMPMENT COORDINATOR AND ADULT IN CHARGE

The Service Unit Encampment Coordinator reserves the encampment weekend and is the point of contact with the Council Encampment Coordinator prior to the encampment. The Adult in Charge is the point of contact during the encampment, and arrives to camp 1 hour prior to all participants attending the encampment, checks in with the Camp Manager and is the last to leave. The Camp Manager will work with the Adult in Charge to check out of each building use. The Service Unit Encampment Coordinator may also be the Adult in Charge.

REQUIRED CERTIFICATIONS

Troop Camp Certification

Troop Camp Certification (TCC) provides volunteers the tools to prepare and guide girls in a fun and safe outdoor experience. There are 2 levels of Troop Camp Certification: TCC Level 1, offered as a webinar through the Council website, and TCC Level 2, an 8 hour in-person training.

Council requires one TCC Level 2 certified volunteer to oversee an encampment. Each troop will need a TCC trained volunteer for the encampment or troop camp. See below for certifications needed:

- » TCC Level 1
 - Sleep Out: overnight spent in an outdoor setting (cabin/lodge/backyard) with no outdoor cooking or campfires
- » TCC Level 2
 - Outdoor Cooking - preparing/cooking meals using a campfire or other outdoor cooking
 - Campout - camping trip with outdoor cooking/campfire, sleeping in cabins or tents

Upcoming TCC Level 1 and TCC Level 2 trainings can be found on the Activities Calendar on the Council website.

Food Handler Certification

To use camp commercial kitchens, a county-issued Food Handler Card and knowledge of the use of commercial kitchen equipment is required for all adults (minimum age is 18 years old) working in the kitchen.

A copy of this card must be submitted to the Service Unit Encampment Coordinator and brought to camp. Review the Commercial Kitchen Use guidelines on the website before your encampment. Groups will not be able to access the commercial kitchen without presenting the certification to the Camp Manager.

<http://www.azfoodhandlers.com>

First Aid/CPR Certification

Per Safety Activity Checkpoints guidelines, each troop attending camp must have a first aider and TCC person certified (it is strongly recommended that the first aider and TCC certified volunteer not be the same person). The Service Unit Encampment Coordinator is responsible for verifying each troop's first-aider and Troop Camp Certification.

Proof of current training must be from a recognized first-aid/CPR course or an on-the-job first aid course. Cards or certificates should be issued by the organization that provided the course (e.g., American Red Cross) rather than the Girl Scout training card.

If you are using a Registered Nurse or other medical professional as your first-aider, submit a current CPR/AED card and a copy of the RN or medical license.

Program Certifications

Additional education certificates are required if you are using the special program areas (pool, archery, climbing walls, and canoeing). For safety reasons, the individual running a program should not be the same individual running the kitchen or acting as the first aider.

Canoeing

- » Canoe Certification
- » Life Guard Certification

Climbing Tower/Zipline

- » Climbing Tower/Zipline Certification

Pool

- » Life Guard Certification

Archery

- » Archery Certification

Contact Justina Burks for more information – jburks@girlscoutsaz.org

BUILDING USAGE

In order for the Council's 2500 troops and 80 Service Units to access camp, building reservations should be made thoughtfully. It is often necessary for groups to share weekends at camp. As reservations are made on a per-building basis, groups will need to work together to plan usage of shared camp areas.

Groups may only use buildings they have reserved. Additional charges will occur if unreserved buildings are accessed or used.

Building capacities, pricing, and availability can be found on the reservation worksheet for each camp. See example below:

BUILDING	DAY	OVERNIGHT	WEEKEND	COMMENTS
Papago Staff House capacity: 30 day / 30 overnight	\$ 35.00	\$ 150.00	\$ 300.00	Wheelchair accessible

Day Use

Any building or area not already reserved for weekend/overnight use can be reserved for day use (maximum 12 hours.)

Weekend/Overnight Use

Weekend use is noon Friday to noon Sunday (48 hours maximum) or any consecutive 48-hour period. Overnight usage is 24 hours (e.g., Friday noon to Saturday noon).

Hazardous Weather Conditions

Three of our camps are more than 6,000 ft. in elevation and snowfall is common in winter. Council Camp Managers monitor current weather conditions to determine if an event will need to be cancelled. If it is determined that the weather conditions are such that an event or program cannot be held, the decision will be made no later than 5pm on the Thursday before a weekend event (or approximately 24 hours prior to the arrival time of the event). The event coordinator will be contacted and it will be their responsibility to contact all participants attending the event.

Participants concerned about road conditions can go to the Arizona Department of Transportation website at: www.az511.com.

In the event of a cancellation made by the Camp Manager, all site fees and deposits will be refunded. Rescheduling to a new date will depend upon availability at that time.

Cancelling or Rescheduling a Reservation

Cancellations impact ALL Girl Scouts through the loss of encampment opportunities for other Service Units and Troops.

Rescheduling your reservation to a new date, changing properties or requesting additional buildings will depend on the availability. Building changes must be received 30 days prior to encampment

Building reservations can be canceled through Doubleknot or by contacting the Encampment Coordinator. If a building cancellation occurs between 90 to 30 days prior to scheduled day of arrival, the Service Unit or Troop will lose the 10% deposit fee. Cancellations within 29 days or less will result in the forfeiture of any payments made and may affect your ability to reserve camp in the future. To avoid last-minute cancellations due to low attendance, consider opening the event to attendees from other troops or Service Units.

ENCAMPMENT CHECKLIST

4-6 MONTHS PRIOR TO ENCAMPMENT

- New Service Unit Encampment Coordinators take Event Coordinator training
- Service Unit Encampment Coordinators fill out the reservation worksheet and reserve encampment weekend in Doubleknot
- Pay 10% deposit – confirmation email will be sent
- Certification courses completed and certificates or cards awarded for:
 - Explore the Outdoors
 - Troop Camp Certification 1 & 2
 - First-Aid/CPR
 - Archery
 - Climbing Wall/Zip Line
 - Heritage House Course
 - Life Guard Certification
 - Canoeing
 - Food Handler’s Certification (all cooks and helpers)

It is strongly advised that people in these positions do not carry any other major responsibilities during the event.

30 DAYS PRIOR TO ENCAMPMENT

- In Doubleknot:
 - Update any building changes
 - Update any program attendance numbers if not using staff led programs
 - Payment in full
- Submit to Council Encampment Coordinator – encampments@girlscoutsaz.org
 - Copies of First Aid/CPR & TCC2 certifications
 - Copies of ALL program certifications needed for programs
 - Copies of Food Handlers certifications
 - Encampment Agenda
- Submit Troop Trip Applications to Member Support Executive for approval.
- Review the Property Procedures with adult participants.

If all paperwork and payments are not submitted to the council at least 30 days prior to the event, your date will be put back on the calendar as open to “ALL” on a first-come first-serve basis.

AT THE EVENT

- Bring the following:
 - Confirmation email
 - All certifications and cards
 - Adult and youth Health Information Forms/General Permission Slips (AE-48 and MS-28)

AT THE END OF THE EVENT

Turn in:

- Roster to the Camp Manager (PS-15)
- Incident/Accident Report Forms and first aid record to the Camp Manager (AD-44)
- Evaluation of Facility and Staff can be submitted on the website.

AFTER THE EVENT

After your event, the Camp Manager will forward an evaluation of your group along with final buildings used as well as final program numbers to the Council Encampment Coordinator. Once this report has been received, the Council Encampment Coordinator may contact you for additional payment for any additional property usage or damage fees and/or additional program fees.

NON-GIRL SCOUTS AT CAMP

Depending on availability, outside groups may rent our camps. Refer to our Safety and Property Procedures for Outside Rental Groups or email outsidecamprentals@girlscoutsaz.org for more information.

Questions about Encampments? Email encampments@girlscoutsaz.org