

# GSHPA Property and Reservation Procedures



Whether she is camping at a GSHPA property or a local campground, getting outdoors will enrich a girl's experience and enable her to discover, connect and take action! Through natural exploration or seeking adventure, there is something for everyone in the outdoors!

GSHPA does not require specific outdoors training in order for a member to rent a camping facility. However, should you feel unprepared or unsure, please contact your Membership Associate for additional information and helpful resources.

Those groups planning an event with one or more Service Units and camping consecutively for two days or more may be required to take a short training. Those groups, day camps, twilight camps or other similar events are required to follow additional protocol. Event organizers should speak to their Membership Coordinator for more details.

## Topics

- Making a Reservation
- Cancellation Procedures
- Inclement Weather Policies
- Regulations
- While at Camp
- Check In/Out Procedures
- Sharing Camp Space
- Before You Leave Camp
- The What If's
- FAQs

# GSHPA Property and Reservation Procedures



## Making a Reservation

Please keep in mind the age group and ability of those attending when choosing a facility. Once a camp and time frame has been decided upon, availability can be checked on GSHPA.org. The following periods will be applied to making reservations:

Group	# of Months in advance to make a reservation
Service Unit Encampment/Day Camp	12
Troop Camping	9
Non GSHPA Girls Scouts	Reviewed on case by case basis
Outside Group Camping	Reviewed on case by case basis

All reservations are on a first come first serve basis with in the periods outlined above.

Reservations must be completed no later than 2 weeks prior to the intended trip start date. All payments and emergency rosters will be required

A 25% down payment is required with reservation paperwork. This down payment goes directly to your overnight fees and is not refunded at the end of the trip. If camp is left unsatisfactory Council reserves the right to charge your group.

Forms and more specific questions can be emailed to [memberservices@gshpa.org](mailto:memberservices@gshpa.org).

GSHPA rental groups will select each building they want to use. More than one Girl Scout group may be on camp at once. Common areas must be shared.

## GSHPA Reservations

### 1. Requesting and Confirming a Property Reservation

- a. Check a property's availability and submit your reservation request using DoubleKnot, GSHPA's online property reservation system.
  - i. [Camp Archbald](#)
  - ii. [Camp Furnace Hills](#)
  - iii. [Camp Happy Valley](#)
  - iv. [Camp Small Valley](#)
- b. Reservation Request Confirmation
  - i. A confirmation email is sent to the reservation organizer. Included in this confirmation is:
    1. Property unit descriptions, directions, and a camp map
    2. A blank Troop/Service Unit Travel Roster
    3. Outstanding balance detail and due date

# GSHPA Property and Reservation Procedures



4. Outstanding certifications needed (i.e. First Aid/CPR, Archery, etc.),
5. Cancellation and payment policies.

## **2. Reservation Payments**

- a. A 25% down payment is due at the time a reservation is made. This is a payment and not a deposit. Please note that full payment can be accepted at the time of reservation.
- b. The final balance is due 4 weeks prior to a schedule reservation.
- c. GSHPA can accept the following forms of payment for reservations;
  - i. Check – Please send a check made payable to Girl Scouts in the Heart of Pennsylvania to the Harrisburg Service Center.
    1. 350 Hale Ave, Harrisburg, PA 17104
  - ii. Credit/Debit Card – Contact the Member Services Team for assistance in processing payment using accredit/debit card at 1-800-692-7816.

## **3. Required Reservation Documentation**

- a. Troop/Service Unit Travel Roster – Submitted at least 4 weeks in advance of reservation.
  - i. All individuals are reviewed to ensure they have the following items;
    1. Active Girl Scout Membership – Girls and Adults
    2. Required Background checks – Adults
  - ii. The camp organizer is notified of any outstanding items related to membership and background checks. The organizer is responsible for contacting the individuals and rectifying the outstanding items.
  - iii. If a Troop/Service Unit Travel Roster is received less than 4 weeks in advance, those without the necessary requirements may not be allowed to attend.
- b. First Aid/CPR Certification(s)
- c. Activities Facilitator(s) Certifications

## **4. Cancellation Procedures**

- a. If a reservation is canceled at least 4 weeks before the reservation date, a full refund will be given. All other cancellation refunds will be considered on a case-by-case basis.

## **5. Inclement Weather Policies**

- a. GSHPA reserves the right to cancel reservations for any reason. In the case of inclement weather, the forecast will be considered the day leading up to the camping trip. Groups will be notified as soon as conditions are not suitable for camping/transport to camp. We encourage groups to work with GSHPA staff to make the decision.
- b. Should you need to cancel a reservation at any time, please contact GSPA as soon as possible.

# GSHPA Property and Reservation Procedures

## **Regulations**

- Everyone is expected to live by the Girl Scout Promise and Law.
- All groups should respect the privacy of others and be in their unit and observe quiet time by 10 p.m.
- Leaders are responsible for the behavior of their troop/group including other adults and should know where each individual is at all times.
- All troops/groups must have one car for use in an emergency. One vehicle per troop may be parked at the unit. All other vehicles should be parked in the parking area. No vehicles are allowed to be parked in the road or in a way that would obstruct roads in case of an emergency.
- Mattresses, cots, equipment and furniture should not be moved from other units. Any cots or equipment moved within a unit must be replaced before the group leaves.
- Firewood is available at woods, sheds or piles. Do not burn live trees, shrubs, plants or treated lumber.
- For outside fires, you may gather deadfall. Use only established fire rings.
- Place all garbage in the dumpster and make sure that lids to dumpsters are closed.
- Do not leave any leftover food in the unit, take everything out with you upon your departure. Don't assume that the next group will want anything that you leave behind.
- Not all of the camps have provisions for recycling. You are encouraged to take recycling with you.
- Do not use drains in sinks or flush toilets when the water is turned off for the season. Damages are likely and will be charged to your group.
- All fires must be completely extinguished before leaving camp. Plan ahead to let inside fires go out before you leave; do not sprinkle water in stoves or fireplaces, as it will crack the hearths.
- Unless previously arranged with properly certified lifeguards, NO swimming or wading is allowed.

# GSHPA Property and Reservation Procedures



- Troop/groups with females and male participants must have lodging that allows for separate sleeping areas and bathroom facilities.
- NO pets are allowed on Girl Scout Properties except Service Animals.
- All Girl Scout Properties are tobacco and vape free.
- No alcoholic beverages or illegal substances are allowed on council property.
- If any property is damaged or left dirty, the troop/group responsible for the damage will be charged as necessary.
- No snowmobiles, ATVs, motorcycles, or dirt bikes are allowed on council property.
- No outside visitors are allowed, unless as part of a planned event. If planned, the visitor should be listed on the emergency roster as a day visitor and is recommended to be covered by additional insurance if a non-member.
- No hunting or trapping is allowed on council property at any time.
- Possession of weapons is NOT allowed on GSHPA owned properties. Weapons are defined but not limited to knives (other than those used for cooking), firearms (including paint and BB guns), hatchets, archery equipment or explosives. Exception: This does not apply to equipment necessary for use in Girl Scout Programs. Please review Safety Activity Checkpoints for more information.
- All cars must stay on camp roads. Driving off-road can incur damages to GSHPA property including underground utilities, any necessary repairs may be charged due to negligence.

## ***While at Camp***

### **Check In/Out Procedures**

- Check in is at 3:00 p.m. the first day of the reservation. If you need to check in earlier than this, requests will be considered on a case-by-case basis.
- Access codes will be shared via confirmation email prior to your stay. Please bring these with you.
- Shortly after arrival, check the units and notify GSHPA of any damage immediately by calling the afterhours number, 800-692-7816.

# GSHPA Property and Reservation Procedures



- Check out is at 1:00 p.m. Your unit should be cleaned and all gear packed at this time. If you would like to stay past 1 p.m. please note this at the time of reservation. Requests will be considered on a case by case basis.
- Make sure to identify all safety equipment upon arrival. Each unit has a camp map for emergency evacuation as well as a fire extinguisher and emergency procedures.

## **Sharing Camp**

- Common grounds are areas that all troops renting camp can use. Girls should be supervised by adults at all times. Please be respectful of other groups that may also be using the common grounds.
- Examples of common grounds include main fire circle, Gage pit, fields, hiking trails.
- Adults are responsible for the supervision of their own girls at ALL times.

## **Before You Leave Camp**

- Girl Scouts believe in a Leave No Trace style of camping, leaving a place better than they found it or leaving as little trace as possible.
- Groups are expected to follow the departure checklist. Should an area or building be damaged or there is an item of concern please contact GSHPA as soon as possible.

### **Departure Checklist:**

- Clean the inside of buildings by sweeping and mopping (unless noted otherwise) the floors, remove all food from refrigerators, clean refrigerator, clean toilets
- Turn thermostat in heated buildings to 55 degrees if applicable
- Wipe down benches, tables, and counter tops in unit houses or kitchen shelters
- Clean toilets or latrines
  - To clean a latrine, start from the top of the building with a broom and remove all cob webs, sweeping the dirt out of the latrine. Any garbage/littler should be picked up and disposed of properly.
  - To clean the toilets in a latrine, use Clorox wipes or 1:10 bleach/water ratio to wipe down. Throw Clorox wipes out and/or dispose of cleaner properly. Nothing should be disposed of in the latrine.
- Return Sleeping Mats to their original place
- Let indoor fireplace fires burn out naturally. Throwing water on them can cause damage to the hearth. Use only wood indoors. Never use charcoal indoors
- Clean fireplaces – Distribute cold ashes in woods
- Sweep tent and shelter floors

# GSHPA Property and Reservation Procedures

- Leave tents with corners laced, flaps tied in bow, tent corners and tent flaps not tied to platform
- Be sure all inside and outside faucets in off position.
- Close and lock all doors, windows and turn off lights.
- Return borrowed equipment or tools to proper place. Oil all cast iron skillets to prevent dust.
- Take all trash to dumpster (usually located by the dining hall)

## ***The What if's***

Take time to plan for the “what ifs”.

What if...

...it rains all weekend? Do you have activities? Rain gear?

...all the firewood is wet? Do you have fire starters? Charcoal for backup in a grill or outside only?

...there is an accident? Do you have health cards for all girls? Where is your first aid kit? Is it complete? Do you have an emergency vehicle? Do you have emergency contact info?

...the girls are frightened of the dark? Do you have flashlights? Do your girls know they might hear sounds at night?

...the car gets stuck in the mud/snow/ice? Do you have AAA?

...the unit you are staying in doesn't have a lot of kitchen equipment? Is your group prepared for alternatives? Plates, serving spoons, spatulas, paper towels? Prepare a menu that fits the type of kitchen you are using.

...a lightbulb goes out? Make sure to have your flashlight, a burnt out bulb may need to wait to be changed in the morning.

# GSHPA Property and Reservation Procedures



## FAQ's

### **What is considered an emergency on camp?**

An emergency is considered to be a potential intruder, bad weather, no water, water leak, electrical issue, or a serious injury. Please refrain from calling the emergency line after hours for burnt out lightbulbs, no trash bags or asking the whereabouts of specific supplies.

### **What can I expect the camp to supply?**

Outdoor Cookware such as Dutch ovens, Pie Irons and Hotdog Sticks, shovels, rakes, water buckets, hand soap/sanitizer, toilet paper (although bringing a roll is a great idea) and basic cleaning supplies.

### **What activities are free at camp?**

Troops can use the gaga courts, go hiking, fishing, wildlife watching, and more. Need suggestions? Contact your Membership Associate.

### **Are men allowed at camp?**

Yes, men are allowed to camp. They must be a registered member and have had all of the necessary background checks on file with GSHPA. Troops must set up separate bathrooms (men's and women's) and a separate sleeping facility. This can be a tent outside the unit or a leader room inside the building if applicable.

Separate bathroom facilities could simply be a sign noting when girls can and cannot enter.