

Girl Scouts of Western Washington Camping on GSWW Properties

CAMP OPERATION Guidelines & Procedures

Health and Safety in Camp

Check-in/ Check-out

Check-in time at camp is NO EARLIER than 3:00 pm. (except for Klahanee and Evergreen where check-in is no earlier than 4:00 pm) and no later than 9:00 pm. The person in charge of each group must check-in with the camp host upon arrival at camp, **Do NOT enter camp without checking in.** Allow at least 10 minutes to check in with the site staff and at least 15 minutes for the check out process. Check-out from camp is no later than 2:00 pm. Earlier check-in and/or later check-out must be arranged with the site host prior to your arrival. Waterfront certifications, if supplying your own waterfront personnel, will be checked by the camp host before use of the waterfront is allowed.

The camp host will give the person in charge a camp orientation (including emergency procedures), issue equipment, establish check out time, be available to answer questions, help solve problems, and make your stay at camp more enjoyable.

Vehicles

Driving in camp: Each camp has a driving plan with designated parking areas for each living unit. In most instances cars may access the unit to unload gear, however the car must be returned to the designated parking area within 30 minutes and parked backed in. Not all units are accessible by vehicle. Pack your supplies accordingly. Check with the camp registrar or site manager for site specific driving requirements. Speed limits and vehicle-restricted areas must be followed. Transportation of persons in non-passenger vehicles, such as the back of a pick-up, is prohibited.

Garbage and Recycling

Garbage bags will be provided. The site host will give instructions on recycling and disposal of garbage. Please plan your menu to minimize garbage and maximize recycling! Check with the site manager/host for composting options available.

Fires and Propane Use

Firewood is available at all camps. Fires are allowed only in designated areas with fire safety equipment close at hand and only when no burn ban is in effect. A fire should never be left unattended. Fires must be thoroughly extinguished. Please do not put water on the fires in the masonry fireplaces or wood stoves. Ask the Site Manager/Host for instructions on putting out those fires. Ashes and partially burned wood should be left in the woodstove, fireplace or fire circle. Bring dry kindling and fire starters to start fires. Each camp does provide posted rulings on fire management in camp.

- Box ovens should not be placed on wood or flammable surfaces or concrete floors. Charcoal fires may be permitted in designated areas during outdoor fire bans.
- Gas matches or fire starting lighters are provided for propane stoves.
- GSWW-owned propane stoves are set up in many of the outdoor units. Some camps have propane stoves available for checkout through the camp host. 2-3 burners per stove unit available, propane provided.
- Candles or any type of open flame are not allowed in sleeping shelters. Candles are restricted in camp buildings and cook shelters with the exception of special events, for example: birthday candles on a cake or Girl Scout candle ceremonies. This restriction DOES include candles used for repelling bugs and candle lanterns. Please check with the Site Manager/Host prior to use of candles in any camp building.
- Liquid fire starters should never be used. This includes charcoal lighter fluid and gasoline.
- Liquid gas stoves and lanterns are prohibited, except when used as part of a GSWW-approved training or program progression.

Lights

Most outside units do not have electric lights. Bring heavy-duty battery or rechargeable lanterns, or propane lanterns. Liquid gas lanterns are prohibited. Propane lanterns are available for checkout by the camp host.

Personal Property

GSWW is not responsible for the damage, loss or theft of personal property. Check with the activity leader regarding the use of personal sports equipment (archery, etc.). The use of personal boats or motors is not permitted.

Ban on Styrofoam

Dishes and cups made of Styrofoam should not be used on Council owned property because of the negative environmental impact of Styrofoam and the inability to recycle. Girl Scouts are encouraged to make use of reusable dishes or bring dunk bags with personal eating implements to avoid excessive disposal and conserve our environment.

Facility Capacities

Each building at GSWW camps has a listed capacity, based on square footage and provided bed space. This capacity cannot be exceeded by adding additional mats or moving mattresses. The capacity is set by operational guidelines and the local Fire Marshall and must be followed. Please insure your reservation provides for all visitors appropriately.

Emergencies in Camp

Troops are responsible for their own first aid kit. The site host must be notified immediately of any serious accident or emergency situation. The group will follow his/her direction. Medical emergency transportation must be provided by Emergency Medical Services (911). Troop leaders should have names and addresses of participants, emergency contact numbers, health statements and permission to seek emergency medical treatment.

Camp Evacuation

Each site has its own way of notifying you if evacuating the camp becomes necessary. The site host will notify you of this during the orientation. Follow the emergency procedures posted in your unit to find your designated evacuation point.

Safety at Camp

Campers must have adult supervision at all times. Follow guidelines as stated in *Safety-Wise*. Appropriate footwear should be worn for the group's planned activities.

Alcohol and Drugs

Alcoholic beverages are prohibited on all GSWW Girl Scout properties, exceptions made by the board of directors only. The use of illegal narcotics and drugs is prohibited at all Girl Scout gatherings and on GSWW property. The use of prescription or over-the-counter medication must not impair adults' ability to effectively carry out their responsibilities.

Tobacco

Smoking or use of tobacco is allowed only at areas designated by the camp host. Persons accompanying and/or at any time responsible for minors must not smoke or use any form of tobacco in the presence of minors. Girl program participants may not use tobacco products.

Weapons

Fireworks, firearms, and weapons are prohibited. Pocket knives, if part of an approved Girl Scout activity, are allowed.

Recreational Vehicles

The camps have no sanitation, water or power facilities for recreational vehicles. Self contained RVs require prior approval by the camp host and are limited to the main parking areas.

Respect for others

Often there are several troops camping at our sites on weekends. Please show respect for other people's belongings and their space. Use only the fire circle and bathroom assigned to the unit you have rented. Individual troops may be asked to share a unit or bathroom facility with another troop in order to maximize outdoor opportunities for all girls. Visitors should be careful to only enter an occupied unit with permission from those using the facility.

Tents

Each facility has a primitive camping area where visitors can tent camp. These areas are provided at a very reasonable rate and are good options for Girl Scout camping. In some instances, groups may want to set up a tent to expand the group size or provide for men in camp. This must be done with the approval of the site manager.

Pets

No pets are allowed in camp. Service animals are allowed; notify camp host prior to arrival.

Co-ed groups

Separate sleeping/bathroom areas must be provided for males and females. Contact the camp host for specific situations/ solutions if necessary.

Accessibility

Please call GSWW for assistance if you have campers with special needs. GSWW follows a general policy of inclusion. Reasonable accommodation will be provided where feasible. We strongly recommend that parents visit the site prior to the event to see if specific needs can be met. Some of the camp units are accessible for people with disabilities, some are accessible with assistance, and some are not accessible.

Camp Visits

No fee is charged for girls or leaders to tour the site. Please contact the site manager/ranger to arrange a visit. Please do not show up unannounced.

Day Use

- Day participants joining a group for the day often require special arrangements for arrival that insure parking and directions to locations in camp are understood. Please insure communications are clear for arrivals, and the site manager/host is aware of arrival schedules in the event their help is requested. Entrance kiosks or posting boards are available to post information for late arrivals or those coming in for the day at most camps.

Dining Hall/ Lodge Kitchen Use

- Meal service for a fee can be provided at Camps St. Albans and River Ranch for groups larger than 35. Please indicate interest in this service on the *Campsite Request Form*. You will receive a reply packet providing information including fees, meal choices, scheduling and additional services.
- Groups with a qualified cook (has a Food Handler's Permit AND has completed training/or documented experience in commercial cooking) may rent the dining hall/lodge commercial kitchens. The use of the lodge commercial kitchen requires that the group have a qualified cook who has read the kitchen and lodge manual and received kitchen orientation for the specific site being used. Quantity Cook workshops are offered through the Adult Learning Department.
- Youth must be age 15 and older to prepare foods or utilize the dishwashers in the commercial camp kitchens. Recommended roles for younger campers include dining room hosting, and table setting.

- Camps Evergreen and Klahanee: only groups that are providing meals outside their immediate troop (such as a Service Unit activity) need to provide a qualified cook with a Food Handler's Permit. Troops that are simply cooking for their own group do not.
- There are other smaller kitchen facilities available that might be suitable for a small group or troop. Please refer to the amenities at a glance or Camp facility descriptions for facilities available at each site.
- The dining halls at Camps St. Albans, River Ranch, Robbinswold and Lyle McLeod are not sleeping facilities. They may only be used as a dining hall or program space. Crafts using hot glue, paint, glitter, etc. are not allowed in any of the dining halls.
- The dining hall/lodge building capacity must be honored.

Service Projects

Giving service to others is an important part of Girl Scouting. Opportunities for family or group experience provide a means for girls to gain appreciation and sense of ownership in our beautiful camp facilities. The camp host may have service projects where you can lend a helping hand. Remember: site staff time for supervising service projects is limited so be prepared to be given only tools, instructions and safety training. Some camps offer the "I Worked Like a Beaver" patch.

Waterfront Use

Camp waterfront areas are closed for access unless supervised by certified adult personnel.

- All swimming and boating waterfront usage must be done under the supervision of certified personnel.
- Swim dock and Boat dock rules are posted.
- Swimming is only allowed at designated swim areas. Observe all dock closure signs as posted.
- For detailed procedures for waterfront use and fees, please refer to *GSWW Waterfront Use Guidelines*, available at www.girlscoutsww.org on the Volunteer page or by calling the camp registrar at the DuPont Girl Scout Center.
- Swimming and boating waterfront usage should be requested with your site reservation. Swimming and boating are not available at Camp Robbinswold, Evergreen or Klahanee.
- Certified waterfront personnel may be volunteers provided by the troop/service unit (no fee) or may be hired by GSWW for a fee. Waterfront is available March 15 through October 31, however appropriate air and water temperatures must exist for operations.

Camp Robbinswold Beach

Seafood may be gathered **in season** and used at camp during the season. Check with the site manager. No seafood may be taken home. No campfires are permitted on the beach. Fishing is allowed with appropriate fishing permits. No waterfront equipment is available. Beach combing and marine wildlife observation opportunities are abundant on the beach. Check the Seattle tide tables for scheduling beach activities at low tide.

Camp Evergreen Creek Wading

Troops/groups are responsible for supplying their own waterfront personnel. A copy of the person's current certificate must be attached to the *Camp Site Request* form. For wading in Mill Creek, follow these rules:

- For wading in water more than ankle deep, an adult with current certifications in American Red Cross Basic Water Rescue (or with documented experience in basic water rescue skills) and First Aid/CPR must be present. For every group of 25 or less, one Basic Water Rescuer and two other adult "watchers" must be on duty.
- During high water or salmon spawning season, creek activities are prohibited. The ranger has the authority to restrict water activities in the creek.

Klahanee

No waterfront is available on site. The ocean is 22 miles from Klahanee. Ocean swimming requires a surf-certified lifeguard (*Safety-Wise*) and may be done only in those areas that the local authorities have approved as safe.

Archery

Archery is available at Camps St. Albans, Lyle McLeod and River Ranch.

There is a \$35 charge for the use of the archery range with user group provided certified archery instructors. Copies of appropriate certifications should be presented to the Site Manager/Host upon arrival. Skills Verification and Orientation to the facility are required of the certified instructor operating the program. Project staff are available upon request for an alternate fee.

Challenge Course

The challenge course at River Ranch may only be used with a site-approved certified facilitator. Contact the camp registrar for fee schedule and packet for challenge course use.

Environmental Trunks and Program Kits

Environmental Trunks and Orienteering Program are available for a fee at Camp River Ranch. Reserve them on the *Camp Site Request* form. Program kits may be checked out for no fee at Camps St. Albans, Klahanee, Evergreen, Lyle McLeod and the DuPont Girl Scout Center.

Please refer to each individual Camp Description for additional program information.

