

Girl Scouts of Western Washington

Camping on GSWW Properties

Girl Scouts of Western Washington has six wonderful camp facilities available for troop, service unit, troop and non profit organization use. When considering using a GSWW owned camp, please follow the procedures outlined here. Contact the camp registrar at (800) 541-9852 or (253) 475-0307 or dupont@girlscoutsww.org with questions about site availability. Please choose more than one weekend when filling out the *Camp Site Request* form, which can be found at www.girlscoutsww.org.

Troops going overnight camping must be accompanied by trained adult(s):

- Outdoor Leadership Series Workshop appropriate to the site
- First Aid and CPR current certification
- Service Unit Manager approval

Reserving a Camp Site

Service Unit Reservations for large group or Encamporee Programs

There are two ways to reserve a council camp for a service unit encamporee.

- 1) Participate in the service unit encamporee registration events held in autumn for encamporee dates in April, May and June and another in February for September and October encamporee dates.
- 2) **Complete and mail in a *Camp Site Request* form.** Service Units can do this for all camps (November through March) and for Klahanee and Evergreen in the summer. Requests outside the reservation event process are processed on a first come, first served basis.
- 3) Service units (SU) may reserve sites as early as nine months in advance of the month needed, but no later than two months in advance, with the exception April, May, June, September, and October, which will be reserved via the SU reservation event. Camps Evergreen and Klahanee are available for troop, service unit and event use during the summer. The other four camps are filled with resident camp and community camps during the summer.

Service Unit Reservation Event

Two reservation events are conducted for service units interested in using GSWW properties for encamporees. The first is held in October for the following spring. The second reservation event is held in February for September and October dates.

- Reservation event information is sent to service units.

Service Unit Reservation Calendar

Service units wanting to reserve a site during:

Month of Camp Use	Month OPEN to submit Camp Site Reservation Request
January	April 1 st of previous year or after
February	May 1 st
March	June 1 st
April	October SU Reservation Event
May	October SU Reservation Event
June	October SU Reservation Event
July	October 1 (Klahanee & Evergreen Only)
August	November 1 (Klahanee & Evergreen Only)
September	February SU Reservation Event
October	February SU Reservation Event
November	April 1 st
December	May 1 st

Service Unit Reservation Procedures

- No telephone reservations will be accepted.
- Large groups need to be realistic regarding the number of campers a site will hold. Do not plan to use lodges/dining halls and program shelters for both sleeping and program activities. *Site capacities must be observed.*
- Please reserve ONLY the space you will use.
- **Deposits:** Appropriate deposits must accompany the reservation as early as 9 months prior to the camping date. Full payment is due 60 days prior to camping date. Deposits are \$20 per sleeping unit/village and \$50 for dining halls.
- If multiple service units request the same date and units, a random drawing will be done to place the service unit. For example, for service units requesting a site for February, the drawing would take place on May 1. See chart above.
- If you have checked the "waiting list" box on the form, your deposit will be retained and the camp registrar will place you when a camp and date becomes available.
- If you choose not to be on the waiting list, your deposit will be returned. If you cancel your reservation at least 60 days prior to your camp date, any fees less the deposit are refunded.
- **Fees due:** The balance of the campsite fee is due 60 days prior to your camping date. If the balance is not paid, Girl Scouts of Western Washington reserves the right to cancel your group and give your space to another group. Deposits are non-refundable.

- If you have selected any program activities (archery, boating, etc.) on the reservation form, a camp staff member will contact you to make arrangements for those activities. Once those arrangements have been agreed upon, you will be billed for those activities separately.
- **Refunds:** If your group cancels less than 60 days from your camping date, the entire camp fee including the deposit is non-refundable. All groups who cancel 50% or more of their scheduled camping site less than 60 days before the scheduled date will lose the opportunity to participate in the next reservation event.

Troop Reservations and Procedures

- Troops may reserve sites as early as six months in advance of the month needed, but no later than one month in advance. Camps Evergreen and Klahanee are available for troop, service unit and event use during the summer. The other four camps are filled with resident camp and community camps.
- No telephone reservations will be accepted.
 - Approval of service unit manager is required for troops and service units to go overnight camping.
 - Large groups need to be realistic regarding the number of campers a site will hold. Do not plan to use lodges/dining halls for both sleeping and program activities. *Site capacities must be observed.* Program shelters are not to be used for sleeping. Three exceptions: include sleeping in buildings on mattresses are at St. Albans in Okashi and Skogly lodges, at Camp Evergreen in the lodge and Camp Klahanee in the program shelter.
 - **Deposits:** Appropriate deposits must accompany the reservation as early as 6 months prior to the camping date. Full payment is due 30 days prior to camping date. Deposits are \$20 per sleeping unit/village and \$50 for dining halls.
 - If multiple troops request the same date and units, a random drawing will be done to place troops. For example, for troops requesting a site for March, the drawing would take place on September 1. See chart below.
 - If you have checked the "waiting list" box on the form, your deposit will be retained and the camp registrar will place you when a camp and date becomes available.
 - If you choose not to be on the waiting list, your deposit will be returned. If you cancel your reservation at least 60 days prior to your camp date, any fees less the deposit are refunded.

- **Fees due:** The balance of the campsite fee is due 30 days prior to your camping date. If the balance is not paid, Girl Scouts of Western Washington (GSWW) reserves the right to cancel your group and give your space to another group. Deposits are non-refundable.
- If you have selected any program activities (archery, boating, etc.) on the reservation form, a camp staff member will contact you to make arrangements for those activities. Once those arrangements have been agreed upon, you will be billed for those activities separately.
- **Refunds:** If your group cancels less than 30 days prior to your camping date, the entire camp fee including the deposit is non-refundable.

Troop reservation calendar - If you want to go camping in:

Month of Camp Use	Month OPEN to submit Camp Site Reservation Request
January	July 1 st of previous year or after
February	August 1 st
March	September 1 st
April	November 1 st (placement made after SU reservation event)
May	November 1 st (placement made after SU reservation event)
June	December 1 st
July	January 1 (Klahanee & Evergreen Only)
August	February 1 (Klahanee & Evergreen Only)
September	March 1 st
October	April 1 st
November	May 1 st
December	June 1 st

Day Use

- If you are interested in coming to participate in, or conduct a program or activity, including a picnic, a *Camp Site Request* form will need to be completed. Please see the fee schedule for each camp for day use rates. Day use is considered 4 hours or less. A *Camp Site Request* form will need to be completed in order to reserve the unit or program area. Day events over 4 hours are charged according to the weekday rate on the price list.
- Day participants may join a troop or encampment for just the day. Ten or more day participants require a \$2 per person fee in addition to the facility use fee. Please indicate the number of day participants on the *Camp Site Request* form or adjust your reservation appropriately. This information is important to site managers and hosts for the management of arrival of additional guests.