



GIRL SCOUTS OF WESTERN NEW YORK APPLICATION FOR USE OF A NON-COUNCIL-OWNED CAMPSITE



DIRECTIONS:

- If a troop/group plans to camp on a non-council site, approval must be given by the Service Unit Manager or Service Unit Outdoor Program Consultant.
- Troop/Group leader completes the information in the A section.
- Troop/Group leader must be able to give the SUM/OPC the answers to the questions in B.
- SUM/OPC will retain this form.
- Upon conclusion of the event, the troop/group leader will complete section D.
- This completed form will then be returned to the Council office, attention Council Registrar.

A. TROOP LEADER REQUEST

Service Unit:		Troop/Group #:	
Troop Leader's Name:		# Girls:	# Adults:
Certified Troop Camper Name:			
Training completed:		Date (highest Level):	
Certified First Aider Name:			
Certification held:		Date (highest Level):	
Certified CPR Name:			
Certification held:		Date (highest Level):	
Dates of Camping:		Camping Facility: Name	
Location:			
Description of facility/site to be used (continue on back):			

B. CHECKLIST

Checklist for SUM or OPC to use to grant/deny approval. Please ask your Membership Specialist if you need assistance.
(*Safety-Wise*, 2000, page 81, 85, 87-88, 102-104, 112-125)

	Is this a facility that has been issued a Health Dept. permit?
	Where is the nearest telephone located? Is there a phone on site or will there be a cell phone? What is the phone number?
	Is there a building to be used for lodging? One story or two? Where are the exits on each floor? Where will the children sleep? Is there a plan to evacuate if needed?
	Is water available? Has it been tested?
	Are there adequate bathroom/latrine facilities?
	Are you swimming or boating and do you have the qualified adults?
	Verify cards of qualified adults or letter from facility using _____ (continue on back)
	If primitive camping (i.e. pitching tents), have the girls had progressive experiences and demonstrated competency?
	Are there any provisions for cover? Is there a way to warm those who get chilled?
	Can the designated troop camper and first aider reach the nearest hospital, fire department, and/or police service by phone? Do they have the numbers written down?
	Will the trip plan and troop roster be left with an emergency contact person? Verify name of person.
	Does the site provide security? Is the site easily accessible to all girls, including girls with disabilities?
	Are you going horseback riding? Is the riding stable an approved site?

C. APPROVAL FORM TO CAMP ON A NON-COUNCIL SITE

	Approval granted for troop #:	To camp at:
	From:	To:
	Approval denied for troop #:	To camp at:
	From:	To:
	Reason:	
SUM / OPC Signature:		Date:

D. TROOP CAMPING OFFSITE REPORT

Please complete this form when you return from your camp out and send to the council office with in 5 business days of camping trip. Your information is important so that we may record your camping activity and be aware of your use of local resources.

Service Unit:					Troop/Group #:		
# Attending:	Daisy	Brownie	Junior	Cadette	Senior	Adults	Non-Scouts
Name of Site Used:					Location:		
Dates of Use:					Person in Charge:		
Accidents or Illness:							

COMMENTS ON NON-COUNCIL SITE: Please attach additional comments if desired.

Items that need attention:
We enjoyed:
We wish we could have:

COMMENTS ON OUR PROGRAM: Please attach additional comments if desired.

Our highlights were:
Next time we would like to:

Complete and return to: Girl Scouts of Western New York
 Attn: Council Registrar
 1020 John Street
 West Henrietta, New York 14586-9757
 Fax: 585-292-1086

<p>Office Use: Council Registrar _____ Outdoor Program Manager _____</p>
