

**GIRL SCOUTS HEART of the HUDSON  
COMMUNITY/TROOP/GROUP RULES FOR USE OF CAMP ADDISONE BOYCE**

Community and troop camping is available for: **Spring Camping** the last weekend of April through the third weekend of June and for **Fall Camping** the second week in September through the third week of October. The cabins are available during the winter with limited heat and no insulation. When using the cabins during the winter months consider the experience a winter camping experience and follow all Safety Wise standards for winter camping.

**All persons participating in Girl Scout activities at Camp Addisone Boyce must be registered members of Girl Scouts of the USA. Boys under the age of 18 and girls under the age of five may not participate in Girl Scout camping events at Camp Addisone Boyce.**

### **RESERVATIONS/CANCELLATIONS**

- Completed “Community/Troop Camping Applications” should be mailed, faxed, or emailed to 2 Great Oak Lane, Pleasantville, New York 10570 to the attention of the Administrative Assistant to Property. *Telephone reservations are not accepted.*
- Deposits are due two weeks after council receives camp reservation forms. The deposit will be calculated at the rate of \$10.00 per tent unit/cabin per night. The balance is due no later than one month before the confirmed reservation date.
- Refunds will be made in full ONLY up to two months before reservation date. Up to one month before the reservation date, ½ of the fee will be refunded. Requests for refunds MUST be made in writing. A \$5.00 processing charge will be deducted on all refunds.
- If the council determines that the use of camp property is inadvisable due to severe weather, dangerous conditions you will receive a total refund.
- Confirmation will be sent out within two weeks of initial receipt.
- Completed “Community/Troop Camping Applications” should be mailed, faxed, or emailed to 2 Great Oak Lane, Pleasantville, New York 10570 to the attention of the Administrative Assistant to Property. Telephone reservations are not accepted.
- Applications for Troop Spring Camping opens Feb 2<sup>nd</sup> and Fall Camping on May 2<sup>nd</sup>.
- Applications for Community Camping are accepted Jan 2 – Jan 18 for Spring Camping and April 1 – April 15 for Fall Camping.

### **TRAINING/CERTIFICATION REQUIREMENTS**

- **Day Use:** Troops/groups using Camp Addisone Boyce for day-only activities must be accompanied by minimum of two adults. One must be qualified in First Aid and Community CPR (or equivalent certification).
- **Overnight Use:** There must be a minimum of two adults, one qualified in “Overnight Outdoor” and one qualified in First Aid and Community CPR (or equivalent certification). For Community Camping or other large groups using more than one area, there must be an adult qualified in “Overnight Outdoor” and an adult certified in First Aid and Community CPR (or equivalent certification) in each area. The tent area and cabin in the same unit are considered separate camping areas if rented by more than one troop or group. Wonder Woods cabin and tents are always separate areas.

## ARRIVAL/CHECK-IN

- Upon arrival, please inform the Camp Ranger of any changes in group size. **Check-in time is between 3:00 p.m. and 7:00 p.m. on Friday and Saturday. Check-out time is by 2:00 p.m. on Saturday and Sunday (unless otherwise worked out with the Property Administrative Assistant).** Fees for the use of camp facilities are based on: Check-In Friday 3:00 p.m. - 7:00 p.m. through to 2:00 p.m. Saturday and check-in Saturday 3:00 p.m.-7:00 p.m. through to 2:00 p.m. Sunday. Please notify the Camp Ranger if your arrival or departure time will be different from the time indicated on your “Community/Troop Camping Reservation Form.”

## VEHICLES

- All vehicles must park in designated parking areas only. Areas for parking are near Clegg Hall, by the woodshed, or in the lot by the exit gate. **Cars are not permitted on the gravel roads at any time.** These roads are for emergency and maintenance vehicles only. Do not block any camp road or park or drive on the grass.

## HEALTH AND SAFETY/EMERGENCY PROCEDURES

- **Know camp procedures for accidents, fire or other emergencies. Bring your *Outdoor Training Manual* and council emergency contact card. Review fire drill procedures with the girls. A fire drill should be held soon after arrival, preferably before dark. Know the location of, and how to use, the fire extinguishers. Be sure to have a first aid kit at all times. Refer to the “Emergency Procedures” section of your outdoor training resource.**
- **In the event of an emergency, accident, behavioral situation or other incident, troop/group leaders must submit an “Accident/Incident Report” to the council within 48 hours.**
- Leaders staying in tents: Attach a red flag (bandana) outside the leader’s tent. The purpose of the flag is to enable the Camp Ranger to locate the leader in the event of an emergency.
- **Nearby Hospitals:**
  - Good Samaritan Hospital, 255Lafayette Ave, Suffern, NY, 845-294-2011
  - Nyack Hospital, 160 North Midland Ave., Nyack, NY, 845-348-2404

## FIRST AID

- Troop/groups must provide at least one adult currently certified in First Aid and Community CPR (or equivalent certification).
- Troops/groups are responsible for providing first aid, a first aid kit, emergency care, and emergency transportation for all participants. Communities/troops/groups must have at least one vehicle on site designated for emergency transportation. In a medical emergency, call 911 from a cell phone or the phone located in Clegg Hall.
- Communities/troops/groups are responsible for maintaining health information on all participants including names, addresses, and telephone numbers, emergency contact names and telephone numbers, a listing of persons with known allergies or health conditions that could require treatment, restrictions or accommodations for any participant while at camp, and, for minors without parents on site, a signed permission to seek emergency treatment (or signed religious waiver, if applicable).

## **EMERGENCY SIREN**

There are two emergency sirens; the activation button is in the Director's cabin on the wall by the door. Two sirens are mounted on the outside of the cabin. The siren mechanism is removed and not available during the winter months.

## **SMOKE AND CARBON MONOXIDE DETECTORS**

- Smoke and carbon monoxide detectors are installed in all buildings where participants sleep. Tampering with smoke or carbon monoxide detectors in any way is prohibited.

## **CLEGG HALL**

- The Clegg Dining Hall doors have emergency push bars and screen doors. The screen doors slide sideways and should be kept closed to prevent insects and bats from entering the building. Because of potential bat exposure, there is no sleeping in Clegg Hall (unless in closed tents).

## **FIRE EQUIPMENT**

- Fire equipment is not kept at Beaver Meadow. This equipment will be given to your group at check in and is to be returned at check out.

## **SMOKING**

- Smoking is not permitted in front of girls. Smoking is prohibited in all buildings and along trails and walkways. Smoking is permitted only in designated outdoor fire circles. Smokers must provide their own containers for disposal of cigarettes and matches; matches and cigarette butts must not be thrown on the ground or in the fire circles. Communities/troops/groups that do not follow these procedures may not be allowed to use camp again. Please use caution with all smoking materials. Girl Scouts Heart of the Hudson reserves the right to prohibit all smoking on the property during periods of drought or for other safety reasons. When an adult group is at camp (e.g., training, adults weekends), they may, with agreement of those present, designate outside areas where smoking will be permitted during all, or a portion, of their stay.

## **ALCOHOL, DRUGS**

- The possession, use or consumption of alcoholic beverages or illegal drugs is prohibited. Firearms, weapons of any kind, power tools, gasoline or other flammable liquids, explosives or poisonous substances is not permitted.

## **PETS**

- Pets are not permitted on the camp property at any time.

## SUPERVISION AND BEHAVIOR

**Any inappropriate behavior at Camp Addisone Boyce must be reported immediately to the Camp Ranger or your Community Camping On Site Manager. If necessary, an “Accident/ Incident Report” must be filed with the council within 48 hours.**

- Adults who are 18 years of age or older supervise children. Children are to be adequately supervised at all times. Children should be in sight or hearing of adults. They should not be permitted to walk around camp or to the bathrooms unsupervised. Adults must be at least two years older than the participants whom they supervise.
- Children must be supervised according to the ratios set forth in *Safety-Wise*.
- Quiet time in camp is 10:00 p.m. to 8:00 a.m.

## TELEPHONES

- There is a phone located on the wall in the back of Clegg Hall Kitchen. This phone is **to be used only in the event of an emergency.** Cell phones do work in camp but service is spotty. Since each cell phone company’s reception could be different, when you first arrive, please locate an area in the camp where you have service. (Outside the back of Clegg Hall usually works).

## PROGRAM

- **Environmental Learning Center:** This cabin is available for nature program activities and/ or troop camping. If you plan to use the ELC for program activities, please indicate the date and time on your camping reservation. (Note: currently in disrepair).
- **Initiative Games/Ropes Course:** Use of the ropes course must be pre-arranged. You must be accompanied by a trained facilitator. Contact a council program department manager for facilitator information.
- **Archery Range:** Use of the archery range must be pre-arranged. You must be accompanied by a trained facilitator. Contact a council program department manager for facilitator information.
- **Hiking:** You must fill out the “Hiking Form” which is located on a clipboard on the Director’s Office Porch. Indicate the time of departure, destination, and expected time of return. Sign in when you return. Leave the form on the bulletin board. Also, notify the Camp Ranger about your hiking plans. Refer to Hiking in the *Outdoor Training Manual* and *Safety-Wise*. Do not leave camp without a first aid kit.

- **Waterfront:** For boating, or fishing, complete and submit a “Waterfront Reservation Agreement” form, available from the council office. Please refer to *Safety-Wise* for specific activity requirements.
  - No one is allowed on the docks or in the water without council permission.
  - Fishing is not allowed from the docks or swimming area beach.
  - **Please keep off of the docks when they are on land.**
- **Personal Equipment:** Use of personal sports equipment is strongly discouraged. Community/troop/group leaders are responsible for ensuring that any personal sport equipment brought to camp is handled and stored safely. The council takes no responsibility for personal equipment.

## FIRES AND COOKING

- **Indoor Fireplaces:**
  - Read the posted fire procedures. Do not use wax or liquid fire starters. **DO NOT USE WATER** for cleaning or putting out the fire.
  - Cut wood is available in the Woodshed for fireplaces. Replace cut wood in the cabins, up to the windowsill. Tinder and kindling must be replaced. Partially burned wood from the cabin fireplace is reusable; do not leave it outside in the buckets. Return cooled pieces to the clean fireplace or fire circle.
- **Outdoor Fire Circles:**
  - The use of liquid fire starters is not permitted.
  - Gather fallen wood for outdoor fire circles. Partially burned wood is reusable; do not leave it in the buckets. Return cooled pieces to the fire circle. Please replace any dried tinder or kindling that was in your unit when you arrived.
- **Portable Cook Stoves:** Portable stoves may be used outdoors for cooking and appropriate girl program. Please see *Safety-Wise* for more information on the use of portable cook stoves.
- The **wood-burning stoves** are designed to burn split wood or dry kindling. Split wood is available in the Woodshed; look for smaller pieces. Do not use water in the wood-burning stoves.

## HOUSEKEEPING AND SANITATION

Clean up is the responsibility of the Community/troop/group.

- **Equipment for community/troop/group use:**
  - **Cabin-**Each cabin is supplied with a fire extinguisher, garbage can, fire broom, regular broom, dustpan, whisk broom, poker, fire tongs, rake, shovel, grate, buckets, refrigerator, and mattresses. Troops/groups must bring their own cooking and dishwashing equipment. Main camp cabins have four-burner electric cook tops. ***The circuit breaker must be flipped on to use them and flipped off when leaving.*** Check below the burners before using the stove to make sure that no animal has made a nest that could catch on fire. Clean under the burners when you are finished cooking. Again, at the end of your stay please be sure to turn the circuit breaker back off.

- **Tents Sites** – Each tent site with a cabin as part of the unit should share the equipment that is in the cabin. If there is not a cabin in the unit, rakes, shovels, buckets, grates and garbage cans will be located in the tent unit.
- **Dish Washing:** Do not wash dishes or pots and pans in the Flushing Toilet Building.
- **Electrical Appliances:** Coffee pots are the only electrical appliance permitted in the cabins. Crock pots and electric frying pans may be used in the Clegg Hall kitchen. Do not use extension cords.
- **Garbage:** Each cabin and tent area is supplied with garbage cans **with lids**. Troops/groups must provide and use trash can liners, and cans must be securely covered with the lids. Each night take all garbage inside or to the dumpsters in the Bus Parking Lot located at the far end of the lake on your way out of camp. The use and disposal of plastic and Styrofoam throw-away items – utensils, cup, and plates – is **strongly** discouraged. Garbage from Beaver Meadow must be brought to the dumpsters in the main camp **OR** packed out. There is no garbage pickup at Beaver Meadow.
- At **check out**, all garbage cans, whether inside or outside, are to be left empty and turned upside down.
- **Recycling:** When leaving, please **TAKE ALL RECYCLABLES WITH YOU**.
- **Group Supplies:** Please remove **all supplies** brought by your troop/group. Check tents, cabins, shelters, latrines and the Flush Toilet Building.
- **Latrines/Toilets:** The Flush Toilet Building is open to all campers any time camp is in use. Troops/groups must set up and clean unit latrines and birdbaths. Please observe the following when using any bathroom or latrine:
  - Do not flush anything other than human waste and toilet paper. Sanitary napkins, tampons, empty toilet paper rolls, and other trash should not be thrown into the latrines or toilets.
  - When the group is co-ed, separate facilities for each gender should be identified. One latrine stall in the unit should be identified as the men's room, and at least one bathroom at Clegg Hall and The Flush Toilets should be identified as such.
  - Anyone using any bathroom is expected to leave it looking better than they found it.
  - Please make sure all waste paper is placed in garbage cans.
  - In The Flush Toilet Building or in Clegg Hall, if you make a mess, clean it up. Wipe the sinks and counters.
  - Brooms, dustpans, mops, and plungers are available in the Janitor's Closet. If something requires more attention than simple housekeeping, please alert the Camp Ranger immediately.
  - Do not leave personal items in the bathrooms. All personal items (toothbrushes, towels, combs, etc.) should be carried back to the campsite. Please remember that you are sharing the bathrooms with everyone in the camp. *The showers are not for general camp purposes.*
  - Practice conservation by turning off lights and limiting the use of water and paper goods.
  - **Water:** There is water in cabins, unit wash stations, Clegg Hall, and Beaver Meadow from April 15<sup>th</sup> to October 15<sup>th</sup>. The plumbing is disconnected during all other times. Water is available from the pump outside the ELC, and inside the Flush Toilet Building in all seasons.

## DEPARTURE/CHECK-OUT

- **Departure:** Before leaving camp your site must be checked out by the Camp Ranger during troop camping or by the Community Camping On-Site Coordinator during Community Camping. Notify him/her if your site will not be ready for check-out at the time you originally indicated. Girls should be involved in the check-out process and should not leave the site until check-out has been successfully completed.
- **Ashes:** Ashes from fires in the cabins should be placed in cans marked ASHES and are to be left NEAR the cabin porch. **Do NOT leave ash buckets on the porch. This is a fire hazard!** Additional ash buckets may be requested from the Camp Ranger. Do not use water buckets for ashes.
- **Garbage:** See Housekeeping and Sanitation.
- **Check-Out Cards:** Be sure the check-out card is completed before leaving, including **actual numbers** of girls and adult participants, refrigerator temperatures, and any necessary repairs. If cards are not being used during your stay please make sure you let the ranger know if there were any problems that should be looked at before the next troop arrives.
- **The Bathrooms:** Must be cleaned and inspected at time of check-out.

### Check-In Procedures:

1. Check-in times are between 3:00 p.m. and 7:00 p.m.
2. Please contact the Camp Ranger, Charlie DiCarlo, at 914-552-0673 (cell) a day or two in advance of your arrival. Please give Charlie the following information:
  - A. The time you will be checking-in.
  - B. The name of the Community Camping On-Site Coordinator in charge and a cell phone number for the Camp Ranger.
2. When you arrive at camp, proceed past the ranger's house to the bottom of the hill. Park your car in the first parking lot on the right hand side of the road.
3. The Camp Ranger will meet you at the Site/Camp Director's Office which is located next to the parking lot. It's a small building with a covered porch between each side of the building. If Charlie is not there please call him.
4. Have a copy of your **Community Camping Unit Assignments/Arrival & Departure Times** form and **Participants list by troop** form to review with the Camp Ranger. If there have been any changes in the forms, since you submitted them to the council's camp registrar, please discuss the changes with the camp ranger.
5. Vehicles should not be driven to the cabins/units. There are wagons available in the parking lot for carting your gear to the cabin/unit. Once you have dropped off your gear, wagons should be returned to the parking lot.

**Forms:** the following camping forms are available on our website [www.girlscoutshh.org](http://www.girlscoutshh.org):

- Community Camping Reservation Application
- Community Camping – final paperwork
- Troop Camping Application
- Camp Fees
- Camp Property Grid – shows all GSHH camp properties with amenities.