

# SERVICE UNIT CAMPING MANAGER TRAINING



## Service Unit Camping Manager

### Description:

The Service Unit Camping Manager will ensure that their Girl Scout Service Unit is following all Girl Scouts Heart of the Hudson, Inc. (GSHH) and Girl Scouts of the USA (GSUSA) safety guidelines and procedures. She/he will also ensure proper use of GSHH property and equipment.

### Training requirements:

- Overnight Indoor Training
- Overnight Outdoor Training (formerly COT, OLS 2, 2<sup>nd</sup> Adventure, TCC)
- Service Unit Camping Manager training

### Responsibilities before Girl Scout Service Unit camping:

1. Complete and submit GSHH Facilities–Service Unit Camping Reservation Application (can also be filled out by camping organizer).
2. Visit camp site prior, if unfamiliar with the site and area.
3. The Service Unit Camping Manager should have a meeting with the Service Unit Camping Organizer, and the troops participating in the camp-out, to distribute the general rules before arriving at camp.
4. Return completed Service Unit Camping Certification list two weeks prior to camping to:  
Girl Scouts Heart of the Hudson, Inc, 2 Great Oak Lane, Pleasantville, NY 10570  
Attn: Service Unit Camping Reservations

### Responsibilities during Girl Scout Service Unit camping:

1. Must be present at Service Unit camping from the time troops start arriving until the last troop leaves.
2. Review emergency weather procedures in the Outdoor training book.
3. Test cell phone or emergency phone upon arrival.
  - a. Know the address of the camp for emergencies when calling 911.
4. Oversee check-in and check-out of troops.
5. Collect updated participant attendance lists from troops.
6. Ensure that all campers and adults follow GSHH and GSUSA safety guidelines.
7. Ensure safe and proper use of property and equipment.
  - a. Report to the ranger if any equipment or property was damaged.
8. Walk around camp during the weekend and visit units and program sites.
9. Inspect units before troops leave to ensure that check-out procedures have been followed. Pay particular attention to fire circles and be sure that all fires have been completely extinguished.
10. Reminder:
  - a. No spray bug repellent
  - b. No liquid fire starters
  - c. No gum
11. Complete and return final report (may be filled out by camping organizer).

## Community Camping Procedure

- Applications are sent to the Property Administrative Assistant and are date-stamped upon arrival.
- The Property Administrative Assistant ensures all applications are complete, checking for training, supervision, plans, needs, etc.
- Program Manager assigns a location at camp to meet the needs of the campers.
- Once the application is approved by the Program Manager, the Property Administrative Assistant will:
  1. Put it on the camp calendar.
  2. Mail a packet to the community regarding what is important for their camping experience
  3. Community camping packets will also include an amount due.\*
  4. If the date(s) are not available, the Program Manager will call the organizer to find an agreeable date.
- If the Program Manager does not approve the application, she/he will call the organizer for clarification.

\*Community camping -- a deposit should be sent in with the application. The remaining payment is due two weeks before use.



Return to:  
 Girl Scouts Heart of the Hudson, Inc.  
 2 Great Oak Lane  
 Pleasantville, NY 10570  
 Re: Community Camping Reservation

**Service Unit Camping Reservation Application**

<b>Application acceptance dates:</b> <b>Spring Camping</b> Jan. 2 – Jan 18 <b>Fall Camping</b> April 1 – April 15	<b>When Camp Sites are Available:</b> <b>Spring:</b> Last weekend of April through 3 <sup>rd</sup> weekend in June <b>Fall:</b> 2 <sup>nd</sup> weekend in Sept. through 3 <sup>rd</sup> weekend in Oct.
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**Please Print Legibly:**

Service Unit \_\_\_\_\_

Name of Service Unit Camping Contact: \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone: day \_\_\_\_\_ eve \_\_\_\_\_ mobile \_\_\_\_\_

Name of Trained Service Unit Camping Manager\*\* \_\_\_\_\_

Date of Training \_\_\_\_\_

**\*\*Each Service Unit must have a trained Service Unit Camping Manager.\*\***

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices of camps and three choices of dates:

<input type="checkbox"/> Camp Addisone Boyce	<input type="checkbox"/> Beaver Meadow (CAB)	<input type="checkbox"/> Camp Birch Ridge
<input type="checkbox"/> Camp Ludington	<input type="checkbox"/> Rock Hill Camp	<input type="checkbox"/> Camp Wendy
Dates: 1 <sup>st</sup> _____	2 <sup>nd</sup> _____	3 <sup>rd</sup> _____

Expected arrival:  Friday  Saturday  Sunday time \_\_\_\_\_

Expected departure:  Friday  Saturday  Sunday  Monday time \_\_\_\_\_

# of troops expected \_\_\_\_\_ # of girls expected overnight \_\_\_\_ day only \_\_\_\_\_

# of adults expected overnight \_\_\_\_ day only \_\_\_\_\_

Please estimate the number of units you need below:

Cabin/Lodge # \_\_\_\_\_  Platform Tent unit # \_\_\_\_\_  Lean-to # \_\_\_\_\_

Area to pitch tents: # \_\_\_\_\_ tents

Do you plan to include any of these activities or utilize any of the following facilities?

waterfront  low ropes course  archery range  area to pitch tents

rowboat For boating, Qty: \_\_\_\_\_

**Please note: There must be an adult certified in first aid and CPR present at each activity.**

**Boating** requires a Lifeguard with current CPR for the Professional Rescuer and Waterfront Certification, plus an adult with documented experience in the specific type of boating or Small Craft Safety certification.

**Swimming** requires a Lifeguard (18+) with current CPR for the Professional Rescuer. (LG must have Waterfront certification for camps with lakes.) Each girl must be swim tested by a (21+) Water Safety Instructor. Consult Safety Activity Checkpoint for girl to Lifeguard and watcher ratios.

**Low Ropes** requires a certified low ropes facilitator. Consult Safety Activity Checkpoint for girl to instructor ratio. Additional \$50.00 fee

**Archery** requires a certified archery instructor. Consult Safety Activity Checkpoint for girl to instructor ratio. Additional \$50.00 fee

**You will be asked to furnish the names and copies of certifications of the above personnel with your completed paperwork.**

Signature of Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_

Signature of Membership staff \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS:**

In accordance with the council's camping procedures, I verify that the adults in charge will have taken the training necessary for this camping event.

Signature of Service Unit Camping Manager\*\* \_\_\_\_\_ Date \_\_\_\_\_

Approved  Declined  
GSHH Program Manager; Initial \_\_\_\_\_ Date \_\_\_\_\_

Reasons for declining:  Reservation Application Incomplete  Requested facilities not available

Other: \_\_\_\_\_

## CHECK-OUT PROCEDURE

Please realize that flexibility may be necessary in case your time coincides with other troops. All girls and leaders must wait in unit until checked out by the Service Unit Camping Manager. Units must be left thoroughly clean. Remember, a Girl Scout always leaves a place better than she found it!

### LATRINES OR BATHROOMS:

- \_\_\_ All seats scrubbed with disinfectant; Let air-dry
- \_\_\_ Floors swept thoroughly
- \_\_\_ Bucket, brooms and scrub brushes properly stored
- \_\_\_ Wash stands clean and free of debris

### KITCHEN SHELTER:

- \_\_\_ Tables cleaned
- \_\_\_ Floor raked
- \_\_\_ Fireplaces cleaned out

### TENTS:

- \_\_\_ Floors swept
- \_\_\_ Tent sides laced and flaps tied
- \_\_\_ Paper picked up around and under tents

### CAMP EQUIPMENT:

- \_\_\_ Neat, clean and left together in shelter

### GENERAL UNIT AREA:

- \_\_\_ outside fire circle cleaned. No papers or trash left
- \_\_\_ Roads and trails clear of any trash

### GARBAGE:

- \_\_\_ Garbage bagged and carried down to dumpster

Site checked \_\_\_\_\_ Signature \_\_\_\_\_

#Girls/#Adults residing in site: \_\_\_\_\_G \_\_\_\_\_A

Fire drill held \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_



## Camp Properties

[Camp Addisone Boyce](#) [Camp Birch Ridge](#) [Camp Ludington](#) [Camp Wendy](#) [Rock Hill Camp](#)

**Camp Addisone Boyce** is located in Tomkins Cove in Rockland County, NY. The camp is situated on 360 beautiful acres bordering the Harriman State Park System.

- **Facilities include:** Four units of platform tents and a covered wagon unit, with unit capacities ranging from 30-42 people. Each unit has a kitchen shelter with picnic tables, water and fire circle. There is a washhouse with flush toilets and showers. Camp Addisone Boyce also has a central dining hall, a low ropes course, a winterized cabin, a swimming pool, a lake for fishing and boating, an environmental center, hiking trails, an orienteering course, and a craft shelter.
- **History:** The Girl Scouts of Rockland County have been camping since the summer of 1942. First they camped at Mr. A.C. Clegg's estate in Sloatsburg. As camping gained popularity, districts throughout the council developed their own day camp programs at different sites including Camp Tan-Kee Grace in Blauvelt. This site was a gift from Dr. Addisone Boyce and Miss Grace Bullowa for girls in the Central and Hudson districts. As the Girl Scouts of Rockland County searched for a camp, Dr. Addisone Boyce inspected every site the camp committee proposed. The council agreed to purchase and develop a property of 260 acres, three feeder streams, hiking trails and the possibility of a lake. The site was dedicated on July 4, 1951 and named Camp Addisone Boyce in honor of the woman whose commitment made it all possible.

**Camp Birch Ridge** is located just seven miles from Middletown in Otisville, NY and encompasses over 100 acres of beautiful woodlands in Orange County. Its shaded hollows, winding paths and picturesque lake offer perfect sites for outdoor adventures

- **Facilities include:** One unit of eight screened cabins, one unit of three platform tents, and one yurt with decking. Capacity ranges from 8 to 24 people. Each unit has a kitchen shelter with picnic tables, water and fire circle and latrine. Camp Birch Ridge also has an in-ground pool, low ropes course, archery range, a dining hall, a nature building and a large playing field for sports and games. Morrison Lodge is a winterized facility available for winter camping and can sleep 20 people.

**Camp Ludington**, a beautiful 150-acre camp, is located in Holmes, 6 miles north of Lake Carmel in Dutchess County.

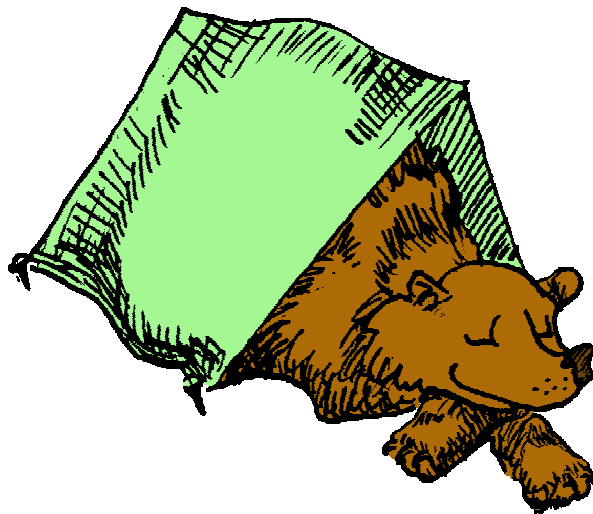
- **Facilities include:** Five platform tent units each with capacities of 42-45 people. Each unit has cots and mattresses, a kitchen shelter with picnic tables and fireplaces, wash areas and latrines, and a fire circle. Camp Ludington offers trails for hiking, a private lake and beach for boating and swimming, a dining hall, an arts and crafts pavilion, a large games field, and easy access to the Appalachian Trail. A tent-pitching site with water, fire circle and latrine is also available.
- **History:** Camp Ludington was purchased by the Putnam County Girl Scouts in 1953 with financial assistance from the Hecksher Foundation. It first opened for the summer of 1954's camping season. Its 150 acres include spring-fed Lake Hecksher, hilly terrain, deeply wooded areas, stone walls and trails.

**Camp Wendy** has 56 acres of gently rolling hills, winding trails, beautiful forests and a 13-acre lake nestled in the foothills of the Shawangunks in the hamlet of Walkill, Ulster County.

- **Facilities include:** Six units of platform tents or lean-to cabins with unit capacities ranging from 15-30. Each unit has a kitchen shelter with picnic tables, water and fire circle. There is a centralized washhouse with flush toilets and showers. There are latrines in some of the units further from the washhouse. There is also a central dining hall, infirmary, arts and crafts building, pavilions, swimming pool, low ropes course, and two lodges. Martin Lodge is also available for winter camping and can accommodate 20 people.
- **History:** Camp Wendy was donated to Girl Scouts of Ulster County by the Borden Family in 1926.

**Rock Hill Camp's** 200 wooded acres, located in Mahopac, Putnam County, have been a favorite site for Girl Scouts since 1922.

- **Facilities include:** Five platform tent units, each with a capacity of approximately 40 people. Each unit has a kitchen shelter with fireplace, picnic tables, water and fire circle. Four units have access to a washhouse with flush toilets and showers. The fifth unit has a wash area and latrines. Rock Hill Camp has a pristine lake for swimming and boating, indoor and outdoor dining facilities, high and low ropes courses, hiking trails, and an archery range, as well as nature and arts and crafts pavilions.
- **History:** Rock Hill Camp has been a favorite site with Girl Scout troops since 1922 when it was leased by the Westchester Girl Scout Camp Committee, Inc. a group comprised of 18 different councils from around the county. Five years later, it was purchased with the help of such famous people as V. Everit Macy, Felix Warburg, Edwin Gould and John D. Rockefeller, Jr. In 1991, Rock Hill Camp underwent major renovations where four winterized cabins and four washhouses were built. Soon after that, the dining hall was renovated and winterized. Additionally low, mid, and high ropes courses were installed.







## Position: Service Unit Camping On-Site Coordinator

**Appointed by:** Service Unit Manager  
**Accountable to:** Service Unit Manager  
**Term:** One year, with annual review

**Purpose:** Oversee Service Unit Camping paperwork and safety before, during and after the event.

### Responsibilities and duties:

1. Reserve campsite and file proper forms in timely manner with appropriate funds.
2. Provide required paperwork to council and/or Camp Ranger.
3. Help plan and coordinate the Service Unit camporee and submit all forms as required.
  - A. Ensure health, safety and well-being of group.
  - B. Promote Girl Scout program, e.g., progression and minimal-impact camping.
  - C. Promote proper use of equipment and property (environmental safeguards).
  - D. Promote girl/adult planning of all outdoor programs.
4. Oversee check-in and check-out of troops at the campsite.
5. Present at Service Unit Camping from the time troops start arriving until the last troop leaves.
6. Familiarity with council policies, *Safety Activity Checkpoints*, and procedures for the use of camp facilities and equipment.
7. Keep up-to-date on camp policies and procedures.

### Benefits (to volunteer and council):

1. Volunteer provided with training and other learning opportunities.
2. Volunteer has support in the position.
3. Council gains the support of an adult volunteer.
4. Council gains assistance in supporting adult volunteers within a specific jurisdiction.

### Qualifications:

1. Successfully completed overnight outdoor training (OOT—formerly Second Adventure, OLS II, COT or TYPOD).
2. Successful completion of Service Unit Camping On-Site Coordinator Training.
3. Must be a registered member of the Girl Scout movement with a belief in the purpose of Girl Scouting; knowledge and understanding of Girl Scout program; ability to commit to support of GSHH ways of work.
4. Organizational skills, communication skills, and sense of humor!

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Service Unit Name

\_\_\_\_\_  
Date

## SERVICE UNIT CAMPING

Please submit this information two (2) weeks prior to Service Unit camping event.

Name of Service Unit Camping Manager\*\* \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: day \_\_\_\_\_ eve \_\_\_\_\_ mobile \_\_\_\_\_

The Service Unit Camping Manager is responsible for the following:

- Provide required paperwork to council.
- Verify that the adults have the necessary training for the camping event and activities.
- Oversee check in and check out of troops.
- Ensure campers and adults follow council and Safety-Wise guidelines
- Ensure safe and proper use of property and equipment.

The coordinator must have a meeting with the camping troop leaders to review general rules and overall plans prior to arrival at camp.

Training requirements: Overnight Outdoor Training or equivalent (see descriptions in Answer Book)  
Service Unit Camping Coordinator Training\*\*

\*\*Service Unit Camping Managers need to register for training.

Required paperwork to be submitted to council:

Signed copy verifying certifications  
Participant lists by troop with emergency contacts  
Camp Assignments/Arrival & Departure times

Detailed duties during camping:

- Must be present at Service Unit Camping from the time troops arrive until the last troop leaves.
- Ensure adults are present to meet girl-adult ratios and that activities requiring certified adult supervision (i.e. swimming) are operated in accordance with the council's camping procedures.
- Walk around camp during the weekend and visit units and program sites.
- Inspect all camp facilities utilized before troops leave to ensure check out procedures have been followed.
- Ensure all fires have been extinguished.





## SERVICE UNIT CAMPING CERTIFICATIONS

Service Unit: \_\_\_\_\_

Camp: \_\_\_\_\_ Camping dates: \_\_\_\_\_ Assigned Camp Area(s): \_\_\_\_\_

Service Unit Manager: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone: day \_\_\_\_\_ eve \_\_\_\_\_ mobile \_\_\_\_\_

Service Unit Camping Manager: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone: day \_\_\_\_\_ eve \_\_\_\_\_ mobile \_\_\_\_\_

Troop #	Name of Person Trained	Leader Training	Overnight Indoor or equivalent	Overnight Outdoor or equivalent	First Aid/CPR

I have viewed the training cards of these participants to verify this information

Service Unit Camping Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please read and return this form to receive credit for:  
Service Unit Camping Manager Training – Self Study**

**Description:**

The Service Unit Camping On-Site Manager will ensure that their Girl Scout Service Unit is following all Girl Scout Heart of the Hudson, Inc. and Safety-Wise guidelines and procedures; and make sure their Girl Scout Service Unit is using Girl Scout Heart of the Hudson, Inc.'s property and equipment properly.

**Training requirements:**

- Overnight Indoor Training
- Overnight Outdoor Training (formally COT, OLS 2, 2<sup>nd</sup> Adventure, TCC)
- Service Unit Camping Manager training

**Responsibilities before Girl Scout Service Unit camping**

1. Complete and submit GSHH Facilities – Service Unit Camping Reservation Application (or to be filled out by camping organizer)
2. Visit camp site prior if unfamiliar with the site and area
3. The Service Unit Camping Manager have a meeting with the Service Unit camping organizer and the camping troops to distribute the general rules before arriving at camp
4. Return completed Service Unit Camping Certification list 2 weeks prior to camping to:  
Girl Scouts Heart of the Hudson, Inc,  
2 Great Oak Lane, Pleasantville, NY 10570  
Att: Service Unit Camping Reservations

**Responsibilities during Girl Scout Service Unit camping:**

1. Must be present at Service Unit Camping from the time troops start arriving until the last troop leaves
2. Review emergency weather procedures in the Outdoor training book
3. Test cell phone or emergency phone upon arrival
  - a. Know the address of the camp for emergencies when calling 911
4. Oversee check-in and check-out of troops
5. Collect participants updated attendance lists from troops
6. Assure campers and adults follow Girl Scouts Heart of the Hudson, Inc. and *Safety-Wise* guidelines
7. Assure safe and proper use of property and equipment
  - a. Report to the ranger if any equipment or property was damaged.
8. Walk around camp during the weekend and visit units and program sites.
9. Inspect units before troops leave to ensure that check-out procedures have been followed. Pay particular attention to fires and be sure that all are completely extinguished.
10. Reminders -  
No spray bug repellent, No liquid fire starters, No gum
11. Complete and return final report (may be filled out by camping organizer)

I have read and understand the description, responsibilities and forms. I agree to take responsibility as Service Unit Camping Manager.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Service Unit Name

\_\_\_\_\_  
Date