



# Girl Scouts of Western New York, Inc.

## Leader Checklist Troop Camping Application Check List



Leaders, please refer to this check list before you mail in your troop camping application request from.

Completed:	Action(s) To Complete:
	<b>General Actions:</b>
	Reserved camping date(s) with the Registrar
	Filled out troop camping application/contract completely
	Included full fee payment (if total fees are \$250.00 or less)
	Included 25% of the total fees as deposit (if total fees are greater than \$250.00 )
	Completed the required outdoor training(s)
	Included current and up-to-date copies of first aid and CPR certificates with your application
	Met the Safety Wise ratio for troop camping
	Applied for Non Girl Scout Insurance (if applicable)
	Marked your calendar with reminder "balance due" (30 days prior to event)
	Completed roster, provided emergency contact with copy and bringing my copy to event
	<b>Misc Rental(s):</b>
	Boat rental is seasonal (May thru Sept only) Does event fall within these months? <i>Note: boating instructor and lifeguard are not to be the same person</i>
	If yes to Boat Rental, have you secured a lifeguard (over 18)?
	If yes to Boat Rental, please provide copies of documentation of experience or copies of certifications for both instructor and lifeguard. <i>Note: Your boating instructor must also be a lifeguard.</i>
	Using the ropes course?
	If yes, filled out and submitted the ropes course application form

If you have reviewed your check list and supplied the necessary payment and certifications, you are now ready to mail in your Girl Scout camping application to the Rochester office.

*-Thank you.*