



APPLICATION FOR USE OF NON-COUNCIL CAMPSITE & FACILITIES

Note: Camping at private residences is NOT considered Council Approved locations

Checklist: please complete the following & include all necessary documents.

- Submitted this form at least 20 days prior to the event.
- Informed our service unit manager of our plans.
- Attached a detailed copy of itinerary or activity plan.
- Attached a copy of life guarding & boating certification cards (only if swimming or boating).
- Reviewed all necessary Activity Checkpoints as they pertain to my event.
- Troop/group leader completed section A & section C (use additional pages as necessary).
- Left an emergency contact & participant roster w/an adult not attending this event. (see Section B)
- Submitted all required user/site agreements to council for required CEO signature.
- *Took out the necessary non-scout and/or GS Travel Insurance.
- *Attached a copy of the designated CPR & First Aid person's certification cards.
- Completed user agreement

E-mail or Mail completed form with all necessary documents to:

Customercare@gswny.org or Girl Scouts of Western New York * WNY Headquarters * 3332 Walden Ave Suite 106 * Depew, NY 14043 Attention: Director of Outdoor Program

SECTION A

Troop Leader Information

Service Unit:		Troop/Group #:	
Troop Leader's Name:		# Girls:	# Adults:
Address:	City:	Zip:	
Email:	Phone (H):	Phone (C):	

Outdoor Experience and/or Training (Highly recommended but not required)

Name of Experienced/Trained Adult:	
Date(s) of Training:	Name(s) of Training:

First Aider / CPR (Copy of cards is required for this application)

1 st Aid Certified Name:
Certification Held:
CPR Certified Name:
Certification Held:

Other Certified Individuals (Required if leading or providing; boating, horseback, archery, lifeguard)

Certified Name:
Certification(s) Held:
Certified Name:
Certification(s) Held:

Camping Facility & Dates:

Dates of Camping:	Camping Facility:
Location:	

SECTION B

Description of Facility: (Please briefly describe property & any amenities including sleeping arrangement and swimming.)

Facility Checklist:

All Camping Events:	
	If no cellular service is available, where is the nearest telephone located?
	Is the site easily accessible to all girls, including girls with disabilities?
	Have you provided the trip plan and troop roster to an emergency contact person not traveling with the troop?
	Are you going horse backing riding <u>and</u> providing your own instructor? (Check Activity Checkpoints) <i>*a copy of certifications must accompany this application.</i>
	Are you swimming or boating <u>and</u> providing your own instructor/lifeguard? (Check Activity Checkpoints for regulations). <i>*a copy of certifications must accompany this application.</i>
	Are you doing archery <u>and</u> providing your own instructor? (Check Activity Checkpoints for regulations). <i>*a copy of certifications must accompany this application.</i>
	Are there adequate bathroom/latrine facilities? (1 facility to every 15 people)
For Primitive Camping Events Only:	
	Are there any provisions for cover? Is there a way to warm those who get chilled
	If primitive camping (i.e.: pitching tents), have the girls had progressive experiences and demonstrated competency?
	Do you know the name, location and contact info for the nearest hospital, fire department, and/or police service? Do you have this information written down?

SECTION C

To be read carefully and signed by program leader.

As the Girl Scout leader in charge of my troop's non council camping event I agree and understand to the following guidelines/regulations:

- All information that I have provided on my off council camping request is true and accurate.
- I have submitted the non-Girl Scout organization user/rental agreement for our CEO's signature (if applicable).
- I am fully responsible for my troop's safety and behavior during our camping event.
- I must remain with my troop during the entire duration of our camping event.
- I must follow the GSUSA Volunteer Essentials as they pertain to transporting of girl members and the girl to adult camper ratios.
- I must follow all GSUSA Activity Check Points as they pertain to group camping, and all activities that have been approved by GSWNY that the girls and adults will be participating in.
- I understand the activities that are listed in the detailed itinerary are the only activities that the girls will be participating in during their off council camping event and understand that I will need council permission for any additional activities not indicated on the itinerary.
- If non-Scouts are attending our off council camping event I understand that I must take out non council camping insurance at least two weeks prior to our camping dates.
- If our non-Scout event is longer than 3 days I understand that I must take out the extended Girl Scout insurance at least two weeks prior to our camping dates.
- I will have copies of permission to participate and all girl and adult health forms
- I will report any accidents/incidents that may occur at our off council camping event to the Girl Scout council no later than 24 hours after occurrence.

Signature of GS Leader in Charge of Camping Event

Date

**A copy of approval or denial will be sent to you directly.*

SECTION D

To be completed by the Director of Outdoor Program.

Approval granted for troop #:	Camp Location:
From:	To:
Director of Outdoor Program Signature:	Date:

Approval denied for troop #:	Camp Location:
From:	To:
Director of Outdoor Program Signature:	Date:

Reason:

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