



## Memorandum

**To: Leaders or Event directors who have reserved council sites for Troop Camping or Area Events**

Enclosed is a letter confirming your campsite reservation and forms for you to complete and take with you to camp. Please review the confirmation letter very closely, it will indicate if there's a remaining balance due. **(All remaining fees must be sent to the Council office four weeks prior to your reservation date.)**

### Balance Due

The remaining balance of camp usage fees is due four weeks prior to reservation date. If fees are not received and no other payment arrangements made four weeks prior, then your reservation will be cancelled and your group will also be charged the remaining balance.

### Cancellations/Transfer

If your troop or event is unable to use their reservation date, please notify the Council **in writing** at least four weeks in advance of reservation date. The deposit can be transferred to another camping date in accordance with the opening dates for campsite reservations. If your cancellation is not received in writing four weeks in advance of the reservation date, then your troop or event forfeits the deposit and your group will also be charged the remaining balance.

**Check-in time is 2:00 p.m. (or later) on the first day of your reservation.**

**Check-out time is 12:00 p.m. (or earlier) on the day of your departure. Check-out times after 12:00 p.m. can be arranged.** Later check-out times may be arranged based on availability, however additional fees will apply if you decide to stay later.

**Please give the following phone numbers to parents in case of an emergency.**

**(The Ranger will relay a message to the troop leader.)**

- |                      |                |
|----------------------|----------------|
| • Camp Mary Atkinson | (919) 965-3586 |
| • Camp Graham        | (252) 492-1478 |
| • Camp Mu-Sha-Ni     | (910) 652-6245 |
| • Camp Hardee        | (252) 946-0492 |
| • Camp Pretty Pond   | (910) 845-8955 |
| • The Homestead      | (919) 496-4161 |

All Event Directors must contact the Council office four weeks prior to reservation date, to provide a current count of attendees.



## **REQUIREMENTS FOR AREA EVENTS**

### **Event Director**

- Must contact the Council office two weeks prior to reservation date, to provide a current count of attendees.
- Will be responsible for making sure that each Unit Leader has completed and submitted a check-out list to the Ranger or Event Director before they leave camp.
- Is responsible for submitting an Event attendance form (OPG743E) to the Ranger before they leave the camp. Failure to return this form may prevent your group from using the campsite in the future.
- **SMOKING:** Effective January 1, 2010, the use of tobacco is not permitted on Girl Scout property.
- Alcohol, drugs or firearms are not permitted on our sites.

### **Cancellation**

- If your event is unable to use their reservation date, please notify the Council in writing at least four weeks in advance of reservation date. The deposit can be transferred to another camping date in accordance with the opening dates for campsite reservations. If your cancellation is not received in writing four weeks in advance of the reservation date, then your troop or event forfeits the deposit and your group will also be charged the remaining balance.

### **Ranger**

- The Ranger job is to maintain the camp and keep it safe for your use. He/she does not conduct programs, lay fires, or clean units.
- Please be respectful of the Ranger and his/her family's privacy. Do not use his/her home or yard for parking or program.

### **Units**

- If you find a problem with your unit, let the Ranger know immediately.
- If tents need to be pitched, you and the girls are responsible for this.
- Do not line paths with rocks or sweep them clean. Do not remove the rocks from banks and drainage ditches.
- Wash dishes in tubs that are provided and not in sinks except in staff houses or Troop House.
- Persons using sites are responsible for their personal belongings and all camp equipment.
- Quiet time is 10:00 PM - 7:00 AM.

### **Automobiles and Parking**

- Unload cars and move all but the one to be used as the emergency vehicle to the designated parking area.
- Park the emergency vehicle so that it can be driven out easily but do not block any roads.
- Once your group has arrived at camp, vehicles should only be used for emergencies.
- Speed limits-For the safety of all girls and adults, please obey all in-camp speed limits.

### **Buildings, Equipment, and Grounds**

- Put paper towels, food, tampons, and sanitary napkins in the trashcan provided.
- Cost of removing graffiti or repair/replacement of equipment due to other than normal usage will be billed to the responsible Troop. Do not use anything including washable chalk to write on walks, walls, furniture, or buildings.
- Do not remove tables from unit shelter or dining halls.
- You are responsible for cleaning, stacking tables and benches & returning items to their storage location.
- Troops and Events may reserve the craft house; however, programs or supplies are not provided.
- Buildings are not wired to handle TVs, refrigerators, frying pans, hair dryers, etc, except where provided by camp
- Picking flowers or taking plants away from camp is prohibited.
- If you visit the cemetery at Camp Mary Atkinson or The Homestead, be respectful by not allowing the girls to use it as a playground.

- Girls should not jump or play on the swinging bridge at Camp Graham.
- Do not bring pets to camp. Service animals only will be allowed on the camp property.

### Garbage and Dishwater

- Place garbage in plastic bags, tie and leave in cans or deposit in dumpsters. Leave cans in racks.
- Use strainers to strain dishwater in fire buckets. Put food scraps in the garbage.

### Waterfront and Boating

- For all waterfront activities, including walking on docks, a qualified lifeguard and/or boating supervisor must be present. Refer to *Safety Activity Check Points* <http://www.nccoastalpines.org/home/volunteer/Safety.aspx>.
- U. S. Coast Guard approved lifejackets are provided for all boats and must be used by each occupant. At Camp Graham, floating cushions are available and must be in each boat.
- **A copy of the certifications must be turned in with your application form four weeks prior to your campsite reservation date.**

### Fires and Firewood

- **BEFORE YOU LEAVE** Please arrange a time for the Ranger to check your unit. You should also have the Troop or Event check out list ready to be turned in to the Ranger. Please write concerns or compliments on this form.
- Build fires only in ground fireplaces, campfire circles, or shelter fireplaces.
- Be aware of outdoor burning bans, which do not allow you to build open fires.
- **You may bring charcoal grills**, but they must be used in the fire circles only.
- When the fire is out and cooled, put ashes in fire buckets and leave buckets in fire ring for the Ranger to pick up.
- Do Not put charcoal ashes or charred wood in unit garbage cans or in the woods.
- Let fires in staff house fireplaces burn completely out and leave ashes in fireplace. **DO NOT PUT WATER ON THEM.**
- **DO NOT USE LANTERNS, MATCHES, OR CANDLES IN OR NEAR TENTS OR CABINS.**
- Firewood is provided as part of site fees, but may be limited.

### Departure

- Leave the unit clean and better than you found it.
- Sweep shelter, cabins/tents latrines and pick up trash before you leave. Use equipment provided, including water hoses at Camps Graham and Mary Atkinson, to clean toilet buildings.
- Leave equipment clean and where you found it.
- Take with you all items including matches, plastic, paper, tin cans, and anything else that you brought.
- Do not leave firewood for the next group, in the closets, storerooms, or buildings.
- Troops or groups who abuse camp privileges will not be permitted to use council campsites in the future. Be considerate of your camp neighbors and those who will follow you.

**Please give the following phone numbers to parents in case of an emergency.  
(The Ranger will relay a message to the Troop Leader.)**

Camp Graham	(252) 492-1478	Camp Mu-Sha-Ni	(910) 652-6245
Camp Mary Atkinson	(919) 965-3586	Camp Hardee	(252) 946-0492
Camp Pretty Pond	(910) 845-8955	The Homestead	(919) 496-4161

Thank you for your help in keeping our camps in good condition to provide a safe, fun, and educational outdoor experience for girls. We hope you will return again!

**TROOP OR EVENT CHECK-OUT LIST**

**This check list must be turned in to the Ranger before leaving the campsite.**

I have personally checked each of the following areas:  
(Fill in blanks with **yes** or **no**)

- A. Tents should be left free from trash in the surrounding area and inside/underneath the units; tent flaps are tied securely (1/2 bow, so the next person can untie it); the cots and mattresses are lying flat in each unit (cots/mattresses are not to be moved);
- B. Tents that have been pitched have been dried, swept out, rolled up and put away. Stakes and poles should be counted carefully. If stakes and poles are missing, put tag on tent and notify the Ranger.
- C. Cabins are left free from trash in the surrounding area and inside the units; mattresses are lying flat on cots in each cabin; there is No graffiti in the units; the windows are closed and locked; the emergency exit doors are closed and locked; and the porch is swept.
- D. Shelter unit is swept and left neat and clean.
- E. All other Building (Lodge, Craft Hut, Dining/Program) have been cleaned  
Toilet buildings and/or latrines are clean and doors shut. Trash cans emptied.
- F. Wash houses and showers are cleaned - no soap and "things" left. Trash cans emptied.
- G. Fire rings and fireplaces clean and ashes left in fire buckets in ring.
- H. Boat house (if used) is locked and left clean and swept. All boats and equipment cleaned and properly stored on racks or trailers.
- I. Borrowed equipment is clean and dry and has been returned to the Ranger.
- J. Tables (including picnic) are clean; no spilled beverages, crumbs, or dyes are left on tables.
- K. Trash is tied in plastic bags and left in available cans in rack or carried out as requested.
- L. Please do not leave rocks, firewood, sticks, etc. in grassed areas.

**Please also answer the following questions, to the best of your ability.**

The program included the following activities: \_\_\_\_\_

Any recommendations for additional facilities on this site to support programs your Troop would like to have done at camp?  
\_\_\_\_\_

Repair needs that you observed: (buildings, equipment, etc.) \_\_\_\_\_

Was the Ranger: Courteous  Helpful  Responsive to Requests

Comments: \_\_\_\_\_

**Smoking:** Effective January 1, 2010, the use of tobacco is not permitted on Girl Scout property.

**Note: Directors** - This form must be completed by one person in each Unit.

**SIGNED (Troop Leader)** \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

POSITION \_\_\_\_\_ TROOP # \_\_\_\_\_ TELEPHONE # (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ / \_\_\_\_\_ ZIP \_\_\_\_\_

**WE NEED YOUR HELP TO KEEP OUR CAMPS BEAUTIFUL!!!!**

FOR OFFICE USE ONLY

CHECKED BY: \_\_\_\_\_ CAMP: \_\_\_\_\_ DATE: \_\_\_\_\_

## EVENT ATTENDANCE REPORT

**Each Event Director must complete this form and submit it to the Camp Ranger before they leave the campsite.**

Information should be compiled from each Troop attending the event. Failure to return this form may prevent your group from using the campsite in the future. This information will be used to help fund our camp programs, and show the usage of our properties.

Adult in Charge: \_\_\_\_\_ Area # \_\_\_\_\_ Date: From \_\_\_\_\_ To \_\_\_\_\_

Camp Used \_\_\_\_\_ Unit name: \_\_\_\_\_

### Friday (Overnight) Participants only

	White	Black	Hispanic	Asian Pacific	American Indian	Other	Total
Girls							
Adults							
Males							
Non-Girl Scouts							
<b>Total</b>							

### Saturday (Overnight) Participants only

	White	Black	Hispanic	Asian Pacific	American Indian	Other	Total
Girls							
Adults							
Males							
Non-Girl Scouts							
<b>Total</b>							

### Additional (Overnight) stay

	White	Black	Hispanic	Asian Pacific	American Indian	Other	Total
Girls							
Adults							
Males							
Non-Girl Scouts							
<b>Total</b>							

### Participants who did NOT spend the night

	White	Black	Hispanic	Asian Pacific	American Indian	Other	Total
Girls							
Adults							
Males							
Non-Girl Scouts							
<b>Total</b>							

Thanks for your cooperation.