



CAMP SITE RESERVATION

Girl Scouts-Western Oklahoma, Inc. · 6100 N Robinson · Oklahoma City, OK 73118
(405) 528-GIRL(4475) · 1-800-698-0022 · FAX: (405) 418-7999

www.gswestok.org

CONTACT INFORMATION

SU #: _____ or Group Number: _____

Volunteer in Charge Name: _____

Volunteer(s) Address: _____ City _____ Zip _____

Phone (____) _____ Cell (____) _____ Email: _____

Troop Camp Trained Adult: _____

Level 1 First Aider: _____ (must be different than TCT Adult)

Please provide a copy of CPR/FA cards.

Refer to Chapter 4 Safety-Wise for Level 1 and Level 2 First Aid criteria. Also review Safety Activity Checkpoint for Group Camping.

I have read and understand the safety and security policies, activity checkpoints, program standards and camping standards contained in *SafetyWise* and the most recent properties procedures of Girl Scouts of Western OK, Inc. property guide. I have read and agreed to uphold these policies.

Signature _____ Date _____

RESERVATION INFORMATION

Arrival Date (M/D/YR) _____ Arrival Time _____ AM PM

Departure Date (M/D/YR) _____ Departure Time _____ AM PM

Number of Adults: Females _____ Males _____ Number of Children: Girls: _____ Boys _____

Total Number Attending _____ *Additional Insurance is required for any unregistered guests (aka tagalongs).
The additional insurance form is attached at the back of this packet.

REFUNDS/CANCELLATIONS

Cancellations received in writing thirty (30) days before the encampment will receive a refund of fees and security deposit minus a \$10.00 handling charge.

Refunds will be made with less than thirty (30) days notice only if there is a waiting list and the unit/site can be filled.

The council reserves the right to close any or all of its properties. In the case of council property closure, full refunds will be granted.

Generally, if the public and camp roads are open, camp is open. No refunds will be granted. However, safety of the girls must be our first concern. In the event of adverse conditions, consideration will be give to allow groups to reschedule at available sites and dates.

FEES

FEE MUST ACCOMPANY REGISTRATION (Make checks payable to **Girl Scouts of Western Oklahoma**)

Check # _____ Cash Cookie Dough \$ _____ Card Other _____

MasterCard Visa Discover

Acct# _____ Amount Authorized: \$ _____ Exp. date _____

Name as it Appears on the Card _____ Signature _____

For office Use Only Circle Camp: **Coquieland** **E Ko Wah** Date Received: _____

Camp Fee: _____ **Deposit:** \$ _____ **Total Fee:** \$ _____

¼ min of total fee to secure requested date Balance paid in full 30 days before arrival date

Date: _____ Paid: \$ _____ Receipt#: _____ Balance: \$ _____

Date: _____ Paid: \$ _____ Receipt#: _____ Balance: \$ _____

Date: _____ Paid: \$ _____ Receipt#: _____ Balance: \$ _____

\$: Cash/Check/Visa/MC/Cookie Dough.

Faxed to Ranger: _____

CAMP E-KO-WAH SITE RESERVATION

Name of Building	Fees	# of Nights	Total Cost
Oak Heights #1 (tree house) 10 Beds	\$14 per house, per night		
Oak Heights #2 (tree house) 10 Beds	\$14 per house, per night		
Oak Heights #3 (tree house) 10 Beds	\$14 per house, per night		
Oak Heights #4 (tree house) 10 Beds	\$14 per house, per night		
Oak Heights #5 (tree house) 10 Beds	\$14 per house, per night		
Oak Heights #6 (tree house) 10 Beds	\$14 per house, per night		
Oak Heights #7 (tree house) 10 Beds	\$14 per house, per night		
Sleepy Hollow #1 10 Beds	\$14 per house, per night		
Sleepy Hollow #2 10 Beds	\$14 per house, per night		
Sleepy Hollow #3 10 Beds	\$14 per house, per night		
Sleepy Hollow #4 10 Beds	\$14 per house, per night		
Sleepy Hollow #5 10 Beds	\$14 per house, per night		
Sleepy Hollow #6 10 Beds	\$14 per house, per night		
Crooked Oak #1, 10 Beds	\$14 per house, per night		
Crooked Oak #2, 10 Beds	\$14 per house, per night		
Crooked Oak #3, 10 Beds	\$14 per house, per night		
Crooked Oak #4, 10 Beds	\$14 per house, per night		
Crooked Oak #5, 10 Beds	\$14 per house, per night		
Crooked Oak #6, 10 Beds	\$14 per house, per night		
Staff House 4 Beds *AC/H/K	\$18 per night		
Long House Program Building *AC/H/K	\$10 per day		
Dining Hall *H/K	\$50 per night		
Health Station 6 Beds *H/AC/K	\$18 per night		
Tent Camping	\$5 per tent, per night		
Entire Camp (does not include the below activities)	\$275 per night		
Archery Range***	\$25 per day		
Canoes, Funoes, and/or Paddle Boats**CLR	\$25 per day		
Horse riding session (Camp E-Ko-Wah) NOTE: Please purchase extra insurance for high risk (3E) Only available Spring-Fall.	\$20 per rider , per 90 minute ride (must be 4th grade or older to ride)		
Challenge Course (Camp E-Ko-Wah- low and mid high) NOTE: Please purchase extra insurance for high risk (3E)	\$25 per day		

*H= Heat in building, *AC= Air conditioning in building, *K=Kitchen, **CLR= Certified lifeguard Required
 *** Must provide copy of certification.

Note: Please purchase extra insurance for high risk-Plan 3E. This form is at the back of this packet.

CAMP COOKIELAND SITE RESERVATION

Name of Building	Fees	# of Nights	Total Cost
Timbernook (20 Beds) *H/K	\$42 per night		
Wildwood (20 Beds) *H/K	\$42 per night		
Blueneck (primitive tent site)	\$10 per night		
Crosstimbers Tent Camping	\$10 per night		
Big Oak Program Building	\$ 25 per day		
Entire Camp	\$100 per night		

Activities

Archery ***	\$25 per day
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*H= Heat in building, *AC= Air conditioning in building, K=Kitchen,
 *** Must provide copy of certification.

**CLR= Certified lifeguard Required

Note: Please purchase extra insurance for high risk-Plan 3E. This form is at the back of this packet.

<u>Adult to Girl Ratio for Camping:</u>	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one additional adult for each additional number of this many girls:
Daisies (grades K-1)	6	4
Brownies (grades 2-3)	12	6
Juniors (grades 4-5)	16	8
Cadettes (grades 6-8)	20	10
Seniors (grades 9-10)	24	12
Ambassadors (grades 11-12)	24	12



Properties Guide

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GENERAL CAMP INFORMATION

Girl Scouts of Western Oklahoma owns and operates two camp properties. Accommodations range from modern buildings with heat, air conditioning, kitchens, toilets and running water to primitive sites with cabins or tents and latrines. When deciding when and where to camp, take into consideration the comfort level of troop members, both girls and adults.

Reserving a Camp Site:

Applications from troops or groups will be processed after the opening date. To have the best chance of obtaining your first choice of units, submit your application according to the following schedules.

Service Units

Service Units requiring an entire camp may reserve the camp during open registration periods twice a year.

Reservations for large events may be submitted as follows:

- Beginning May 1 for fall dates (September to December) of the following program year.
- Beginning September 1 for spring dates (January to August) for the current program year.

A deposit of one fourth (1/4) of the rental fee will be required. The remainder of the fee is due four weeks prior to the encampment, along with training documents.

- If the whole camp is reserved, the association or Service Unit will be charged for all units and buildings.
- If the whole camp is not reserved, other troops/groups (Girl Scouts only) will be allowed to rent available units.

Troops:

Following the allocation of sites to large Service Unit events, individual troops/groups may reserve the remaining sites. Camp reservations for troops/groups will be taken as follows:

- Beginning June 1 for fall dates (September to December)
- Beginning October 1 for spring/summer dates (January to August)

A deposit of one fourth (1/4) of the rental fee will be required. The remainder of the fee is due four weeks prior to the encampment, along with training documents.

- If the whole camp is reserved, the association or Service Unit will be charged for all units and buildings
- If the whole camp is not reserved, other troops/groups (Girl Scouts only) will be allowed to rent available units.

Outside Users:

Sites will be opened to non-GSWESTOK troops and/or outside groups as follows:

Beginning July 1st for fall dates (September to December)

Beginning November 1st for spring/summer dates (January to August)

Groups must submit an "Outside Group Reservation" application and include a **security deposit of \$500** and a copy of their organization's certificate of insurance.

- Out of council Girl Scouts may rent open units in sites that have do not have GS WEST OK groups scheduled.
- Groups other than Girl Scouts will not be placed at a property where Girl Scouts are scheduled.
- Girl Scouts reserves the right to decline usage to any group or withdraw usage privilege from any group for any reason.

RESERVATION PROCEDURES

- Submit your reservation along with your deposit to the service center via fax or mail. Fax: (405) 528-4475, Mail: 6100 N. Robinson Oklahoma City, OK 73118
- Staff confirms that Troop Camp Training certified, First Aid/ CPR certified individuals are completed.

No applications will be accepted less than seven (7) business days in advance of scheduled use. Additional Insurance is required for more than 3 days, high risk activities, and if attendees are not registered with Girl Scouts of Western Oklahoma.

- If the camp is not satisfactorily cleaned then a the group will be charged a \$100 cleaning fee after the event.

Inclement Weather

Given the size of the area represented by Girl Scouts of Western Oklahoma, the weather and road conditions may/will vary greatly. If you have a question concerning the conditions at your destination, call the ranger at the appropriate contact number and leave a message. He/she will check messages frequently and return your call. You must also contact the ranger or facilities director if you have a last minute problem and will be arriving late or cancelling after the council offices are closed.

Emergency Contact Information

For assistance during non-operational hours, please call the emergency line at 1-800-698-0022.

Available Equipment:

Available equipment varies by site. Please refer to information for each individual site.

Please remember to bring necessities like toilet paper, paper towels, hand soap, dish soap etc. They are not provided at the camp.

SITE AND EQUIPMENT INFORMATION

Swimming Pools:

Camp E-Ko-Wah is equipped with a swimming pool. Special considerations will be made to reserve a pool at these properties. Please contact Mike Ahlefeld, mahlefeld@gswestok.org, for additional information. Troops/ groups must furnish their own lifeguards and watchers according to Safety wise guidelines. All groups must follow posted rules at each site. Certification information must be provided upon application for pool use.

Canoes, Funoes and Paddleboats:

Watercraft can be used on the Lake Fugua at Camp E-Ko-Wah. A personal flotation device (PFD) must be worn by all participants. Groups must furnish their own lifeguards and water craft instructors according to Safety Wise guidelines. Use all equipment only as it was intended; do not overload any small craft. Use the appropriately sized PFD and paddle which will be provided on site.

Dining Halls and Commercial Kitchens

At Camp E-Ko-Wah the dining hall is designed to be used by troops as overnight sites. For a large group or day event, they can be used to serve meals. This dining hall is heated, air conditioned and has running water year round. When not renting the entire site, additional charge for use of the kitchen will apply.

CookieLand does not have a dining hall, but both lodges have a kitchen.

Challenge Course, horseback riding and archery are not available for troop/group camping without a reservation. Please do not use any of these areas. If you would like to use these resources while your troop/group is at a property please fill out the appropriate reservation form. For further information about these events contact the Camp Pathway department.

Arrival and Departure

The following camps have rangers on the premises:

- Camp E-Ko-Wah

When arriving at Camp E-Ko-Wah, check in with the ranger. He will direct or accompany you to your unit. The leaders and ranger should inspect the unit and make note of any maintenance concerns on the check-in form. Troops will be held responsible for expenses associated with damage to the site resulting from their usage.

If you have any problems during your stay, contact the Ranger. On departure, check out with the ranger and give him/her your campsite report. The ranger will again inspect the unit with the leaders and note any maintenance concerns and the condition of the unit. If the campsite(s) is not satisfactorily cleaned before departure, the group will be charged a \$100 Cleaning Fee.

Use of Cookieland:

Cookieland does not have an onsite ranger. When you reserve Cookieland, you will be given a code to enter the gate, and directions to a lock box for the keys to the cabins you are using for the weekend. Please call to report any problems, maintenance concerns, etc... to the facilities director, (405) 650-4145. Troops will be held responsible for expenses associated with damage to the site resulting from their usage.

A staff member will inspect the site after each use, and contact the group if there are any concerns to the property. Please return the keys to the lock box, and lock the gate before leaving the camp. If the campsite(s) is not satisfactorily cleaned before departure, the group will be charged a \$100 Cleaning Fee.

Property Use Regulations:

- All troops/groups should respect the privacy of others and be in their unit and quiet by 11:00pm.
- Leaders are responsible for the behavior of their troop/group including other adults and should know where each individual is at all times.
- All troops/groups must have one car for use in an emergency. One vehicle per troop may be parked at the unit; backed into the **parking space backwards**. All other vehicles should be parked in the designated parking lot.
- Mattresses, cots, equipment and furniture should not be moved from other units. Any cots or equipment moved inside a unit must be returned to its original position before the group leaves.
- At some sites firewood is available at wood sheds. This is for outside fires, use only established fire rings. Replace any wood you use from the woodpiles.
- If dumpsters are available, place all garbage in the dumpster and make sure the lids to the dumpster are closed. Please do not leave any leftover food in the unit, take everything with you; don't assume the next group will want anything you didn't use. At Cookieland please use the dumpster and at E-Ko-Wah leave on the road in bags for the ranger to pick up.
- Most camps do not have any provisions for recycling. You are encouraged to take any recyclable materials with you for your own community recycling efforts.
- All fires must be extinguished before leaving.
- Unless previously arranged with properly certified lifeguards, no swimming or wading is allowed.
- Mixed troops/groups (female and male participants) must have lodging that allows for separate sleeping and bathroom facilities.
- No pets are allowed on Girl Scouts Western Oklahoma Inc property. Service animals to the disabled are the only exception.
- **TOBACCO FREE ENVIRONMENT** - The use of any tobacco product is strictly prohibited on the GSWESTOK premises.
- **Alcoholic beverages** or controlled or illegal substances are NOT allowed on council property.
- If any property is damaged or left dirty, the troop/group responsible for the damage will be billed for the cost of repair or clean-up.
- No outside visitors are allowed, unless as part of a planned event. If planned, arrangements must be made ahead of time and insurance arranged.
- **NO FIREARMS**

ALL GROUPS USING GSWESTOK FACILITIES MUST ABIDE BY GSWESTOK POLICIES AND REGULATIONS.