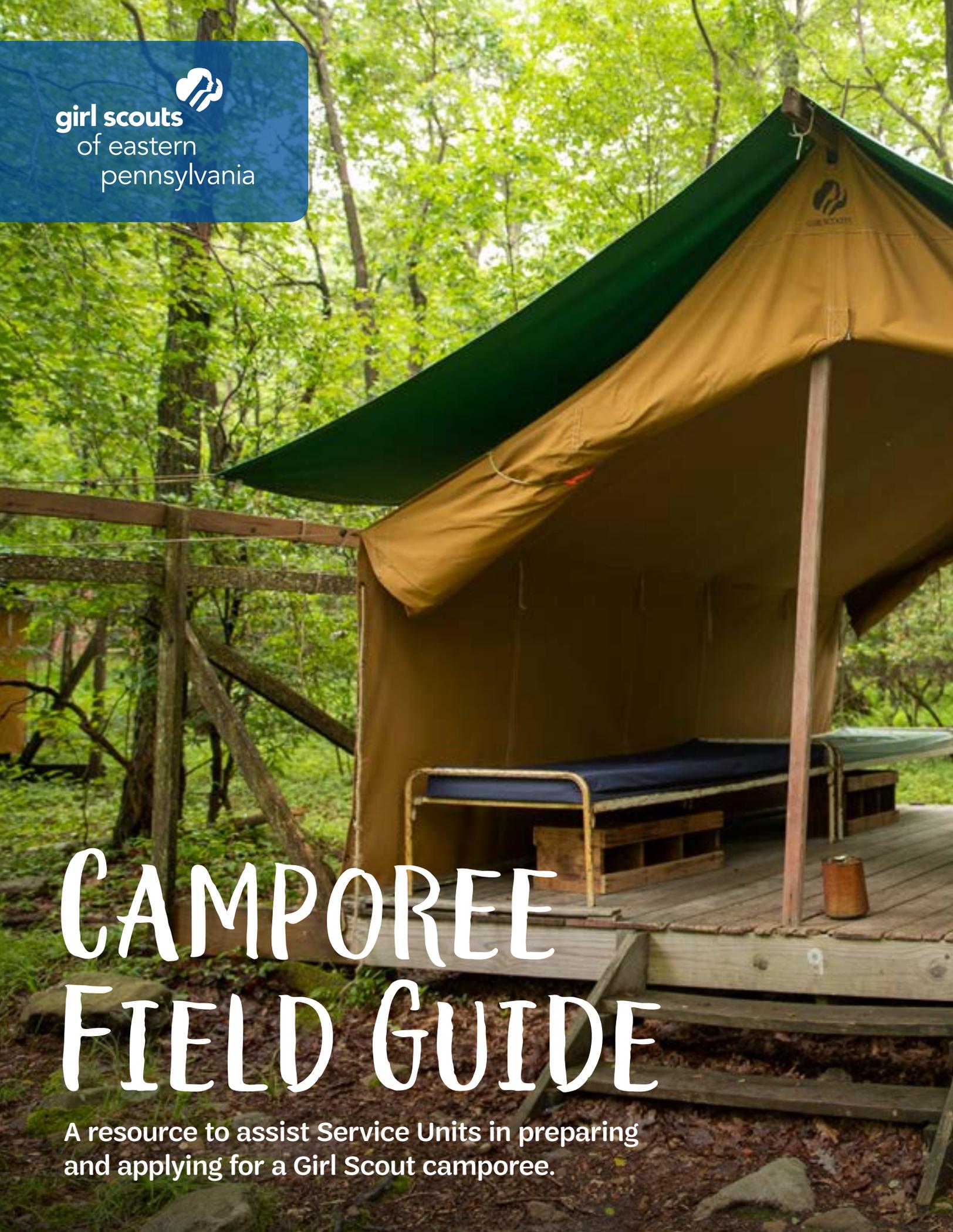




girl scouts
of eastern
pennsylvania



CAMPOREE FIELD GUIDE

A resource to assist Service Units in preparing
and applying for a Girl Scout camporee.

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Camp Laughing Waters

INTRODUCTION

A camporee is defined as a Service Unit gathering of troops for a period of camping and activities. There is generally a common theme at a Girl Scout camporee oriented towards building courage, confidence, character and leadership while having fun! It is an opportunity to share Girl Scout sisterhood in the great outdoors. Groups of Girl Scout troops come together for a weekend of camping and activities facilitated by the Service Unit. It is a great way for troops and girls to bond and a good introduction to camping for new volunteers in a supportive environment. The requesting group needs to have a Camporee Director who will organize the troops/groups and communicate with GSEP.

ONLINE APPLICATION

How to apply

- New for 2019, applications are now done online! Simply visit our website and fill out all the information on the [form](#).

For more information, visit our [camp rentals page](#).

- Service Units can apply for a camporee once every two years. This helps to ensure that all SUs are given equal opportunity to host a camporee.
- Questions about sites and capacities can be found in our [Facilities Guide](#).
- SU Camporees are booked for you by GSEP staff.
- They are reserved by booking out the entire camp; all units, all activities.

You are not obligated or required to keep all units and/or activities.

In order to qualify as a camporee as opposed to a troop rental, a minimum must be met.

Minimum of 25 girls and \$500.

We encourage you to browse through the lists of our camp properties available for camporees in our [Facilities Guide](#) to help you decide which is best for your Service Unit's needs.

Deadlines

- Spring SU camporees

Assignment done in early October (for March, April, May camporees)

Application process opens in early September.

Applications due by September 30th.

- Fall SU camporees

Assignment done in early February (for September, October camporees)

Application process opens in early January.

Applications due by January 31st.

ASSIGNMENT

Assignment is the way that GSEP determines which Service Units will be placed into a certain camp on a given weekend.

How assignment is decided

- Assignment of SUs is done by accommodating as many SUs as possible into their top choice weekend.

Once all applications are received and the deadline for submission has passed, SUs will be assigned based on trying to fill as many available weekends as possible while also considering SU preferences.

Notification of assignment

- Once assigned, the SU Camporee Director will be notified by email.

This email will include the camp name, the dates and an initial invoice that holds the entire camp for your weekend.

The initial invoice reflects what it costs to book the whole camp and is not indicative of your final balance.

Instructions will also be provided at this time on how to make the \$500 deposit.

Please allow a few days for processing before you see this email arrive in your inbox.

Options if not assigned

- SUs will be informed that they cannot be assigned for that camporee season and encouraged to apply for the next one.

DEPOSIT

A deposit of \$500 is required after a SU receives notification of assignment.

Deposits should only be made through Cobalt, our online facility reservation system.

You will be sent an auto-generated email from Cobalt with a direct link to a payment page where you will be required to input credit card information.

If you are having difficulty with online payment, please reach out to GSEP directly by calling 215-564-2030.

The deposit must be paid within 3 business days of assignment or you risk forfeiting your reservation.



Camp Wood Haven

CAMPOREE BALANCE WORKSHEET

To better help calculate anticipated expenses for your stay, GSEP has provided a Camporee Balance Worksheet for your reference.

- Choose the corresponding worksheet for the camp you would like to visit.

For Units: Fill in the number of nights you will be staying at camp.

For Activities: Fill in the total number of sessions you will be requesting for the entire weekend.

Activities can only be reserved for specific times which are listed in the balance worksheets.

The totals for Units and Activities will autofill, as well as the total for your entire weekend.

[Laughing Waters Camporee Balance Worksheet](#)

[Mosey Wood Camporee Balance Worksheet](#)

[Shelly Ridge Camporee Balance Worksheet](#)

[Wood Haven Camporee Balance Worksheet](#)

RELEASE

How to release units/activities you do not need

- Approximately 16 weeks before your camporee date, you will begin receiving email reminders regarding the deadline for release.

Your release email reminder will include the Camporee Balance Worksheet for your camp as well as your initial invoice.

- Detailed instructions for release will be provided in the release reminder email.
- Releases are due no later than 12 weeks before your camporee date.

If releases are not received by your deadline, your camporee will be canceled and your deposit forfeited.

- At the time of release, we also need to know the names of your First Aiders and Basic Outdoor Skills trained volunteers.

FINAL INVOICE

Once all units/activities have been released, GSEP will send a final invoice for your camporee.

- Please be sure to compare it to your Camporee Balance Worksheet to check for any discrepancies.

Discrepancies should be communicated immediately so that GSEP can try to correct the issue.

Adjustments are based on availability and cannot always be accommodated.

Please notify GSEP by emailing memberservices@gsep.org with the subject line “Camporee: SU XXX” (please replace XXX with your Service Unit number)

Beginning 8 weeks before your camporee, auto-generated reminder emails will be sent from Cobalt regarding your balance due.

- Balance is due in full no later than 6 weeks before your reserved weekend or you Camporee will be canceled and your deposit forfeited.

Balance payments should only be made through Cobalt, our online facility reservation system, and must be made using a credit card. If you are having difficulty with online payment, please reach out to GSEP directly by calling 215-564-2030.

- Though your balance is not due upon receipt of your final invoice, the link will be included for your convenience should you wish to pay sooner.



Camp Shelly Ridge Facilities

DISCOUNT

- GSEP understands that camporees are a lot of work, and would like to reward your efforts.
- In recognition of your hard work we would like to offer you 5% off the total cost of your camporee.
- In order to earn this discount, we would need you to do three things in a timely manner.

Pay your deposit on time

Submit your release information on time

Pay your final balance on time

If any of these conditions are not met, the discount will be forfeited.

MISCELLANEOUS

Facilitators for Activities

- Most GSEP activities require the aid of trained facilitators.
- GSEP will be in touch closer to your camporee date to discuss activities that require facilitators.
- For certain activities (archery, boating, rollerblading), you may choose to bring your own facilitator, or one may be requested through GSEP.

Proof of certifications will be required if you choose to use your own facilitators.

For GSEP-provided facilitators for archery, boating and rollerblading, facilitator fees are separate and negotiated/paid directly to the facilitator.

If you do not have your own facilitators for the above activities, GSEP will help you obtain one.

- Only GSEP paid staff will be allowed to facilitate Adventure Elements.

Adventure Elements include Low Challenge/Low Ropes, Bouldering/ Climbing Wall, High Challenge Course, Challenge Tower & Zip Lines, and High Team Challenge.

Facilitator fees *are* included in the prices listed for Adventure Elements.

Activities that *cannot* be reserved

- There are certain activities that cannot be reserved for your camporee and are available on a first-come, first-served basis.

Activities that cannot be reserved are:

Basketball courts, disc golf, fire pits, gaga pits & volleyball courts.

- Use of swimming pools is strictly prohibited by SUs/troops.

Pools are for camp use only.

- Once units/activities are released from your camporee, other troops can book available space.

Since most camporee weekends at GSEP properties are typically a mix of service units and troops, we must give equal opportunity for use of these activities.

Lodging

- Our lodging works like a hotel booking, therefore you base your stay on the number of nights required (typically only Friday and Saturday*).

*Occasionally SUs will choose to have a camporee over Memorial Day weekend, in which case, you are welcome to stay over on Sunday night as well.

Girl to Adult Ratio

Girl Scout Level (grade level)	Group Meetings		Events, Travel & Camping	
	<i>Two</i> registered, cleared, unrelated, adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional registered and cleared adult for each additional number of this many girls:	<i>Two</i> registered, cleared, unrelated, adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional registered and cleared adult for each additional number of this many girls:
Daisies (K-1)	12	6	6	4
Brownies (2-3)	20	8	12	6
Juniors (4-5)	25	10	16	8
Cadettes (6-8)	25	12	20	10
Seniors (9-10)	30	15	24	12
Ambassadors (11-12)	30	15	24	12

Certifications/Trainings

- **Every** adult must be a registered GSEP member and have approved background clearances.
- Certifications and trainings are required for some adults attending your camporee.

Indoor Overnight Skills (IOS)/Basic Outdoor Skills (BOS)

IOS is a prerequisite for BOS and therefore must be obtained.

Requirement: 1 person per campsite.

FA/CPR

Requirement: 1 First Aider at every unit.

- Names of adults with IOS/BOS trainings and FA/CPR certifications will be required by the time of your camporee release.

Please fill out the Volunteer Trainings certifications form (included in your release email and below for your convenience) to inform us of certified volunteers.

[First Aid & CPR Certification Form](#)

- If you still need to obtain any trainings/certifications, please visit the [Volunteer Training](#) page of our website to see upcoming training opportunities.

Please note that GSEP does not hold any BOS trainings over the summer months.

It is the recommendation of GSEP that for any event of 100 people or more on a GSEP property, there should be a minimum of one high-level medical professional on site such as a physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, or emergency medical technician.

SU Event Camporee training

- This training is a mandatory, online training for all SU Camporee Directors.
- This training was created by our Volunteer Training department and can be taken at your convenience.

Please visit our [Program/Event Registration](#) page to register.

Training must be completed two weeks prior to the camporee date.

Kitchen

- The Kitchen cannot be reserved without also reserving the Dining Hall.
- You are not obligated to take the Kitchen or the Dining Hall for your camporee.
- If you choose to have the Kitchen, your cook must have a ServSafe® certification which must be verified by GSEP before your camporee.

The camporee release email will ask for the following information to verify the training.

First and last name and certificate number.

Note about certifications/trainings

- If all required certifications/trainings cannot be verified 2 weeks before your reserved weekend, your camporee will be canceled and your deposit forfeited.



Camp Shelly Ridge

Male accommodations

- Girl Scout registered and background cleared men are welcome to attend SU camporees, though separate accommodations must be used for lodging and bathrooms.
- Some camps have specific lodging set aside for men.

In those cases, the lodging is charged per person, per night as opposed to per unit.
- Another option would be to book an entire campsite/cabin for men, but it must also have its own bathroom.

Lodging is the usual cost per unit as stated in the Facilities Guide.

Trading Post

- GSEP would like to offer Service Units the opportunity to have the camp Trading Post opened for their camporee.

This would be available to camporees with at least 25 girls attending and based on GSEP staff availability.

The retail team will coordinate with the SU Camporee Director on the hours for the Trading Post to accommodate the camporee schedule.
- If you would like the Trading Post to be open for your camporee, please indicate in the space provided on your camporee application.



GLOSSARY OF TERMS

Activities — Activities vary per camp, but include archery, boating, rollerblading, bouldering, climbing wall, low ropes, high ropes, high challenge course, and challenge tower/zip line.

Activity Center (AC)/Pavilion — A shelter available for rent for certain activities (bouldering, climbing wall, and rollerblading).

LW and SR each have an Activity Center

MW and WH each have a Pavilion

ACs/Pavilions are rented in 2-hour time slots

Available times are 8:30 and 11:00 am, 1:30, 4:00, and 6:30 pm

Booking all time slots would give you the Pavilion all day

Activities that take place in the AC/Pavilion will automatically book out a given 2-hour time slot.

Those activities include bouldering, climbing wall and rollerblading.

Assignment — The process of how your SU gets selected and booked for a camporee.

Camporee — A local gathering of Girl Scout troops, usually consisting of troops from the same Service Unit (SU), for a weekend of camping and common activities.

Camps — There are four properties available for camporees through Girl Scouts of Eastern Pennsylvania; please note: for safety reasons, specific camp addresses will not be disclosed until after assignment:

Laughing Waters (LW) in Gilbertsville, PA

Mosey Wood (MW) in White Haven, PA

Shelly Ridge (SR) in Lafayette Hill, PA (Main GSEP office location)

Wood Haven (WH) in Pine Grove, PA

Cobalt — The online reservation system used by GSEP to book facility rentals.

Facilities Guide — A guide created by GSEP to assist and inform of camping policies and procedures.

Release — The process that is used by SUs and GSEP staff to let go of unwanted Units/Activities for their camporee.

Unit — Units are defined as the specific sites that can be rented to stay in, i.e., tents, cabins, lodges, etc.

Units are booked on an overnight basis, much like hotel accommodations.