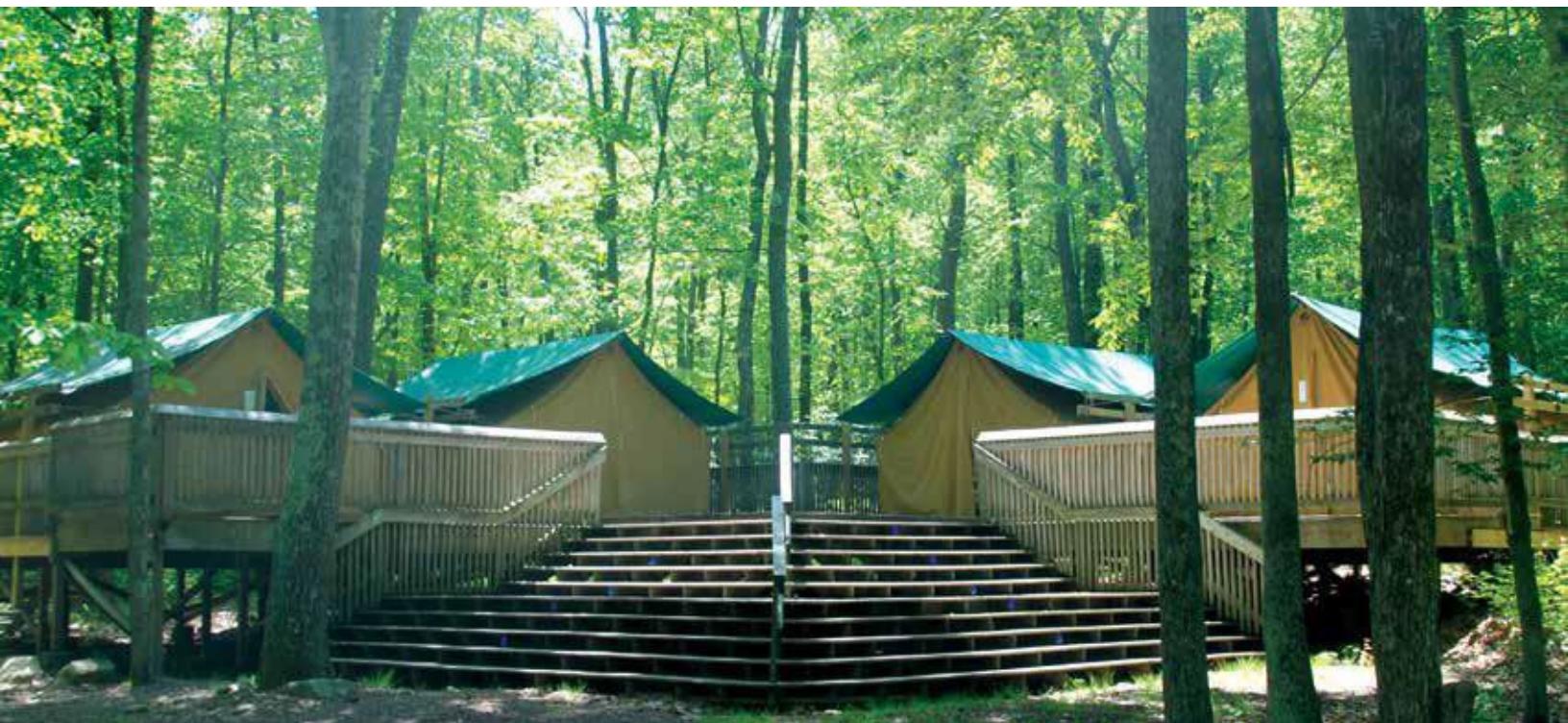


# Facilities Guide



Serving Girls in Berks, Bucks, Carbon, Chester, Delaware, Lehigh,  
Montgomery, Northampton and Philadelphia Counties

215.564.2030 | [gsep.org](http://gsep.org)

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# GSEP FACILITIES GUIDE

Welcome to our Council's guide to camping policies and procedures. Outdoor activities are an important part of the Girl Scout experience because they provide girls with an appreciation of the outdoors, a chance to learn new skills, a feeling of independence and increased self-esteem, along with opportunities to develop relationships.

Procedures for troops incorporate and assume the standards and requirements of the Girl Scouts of Eastern Pennsylvania Volunteer Policies (printed in Volunteer Essentials) and the GSUSA Safety Activity Checkpoints, found online at [www.gsep.org](http://www.gsep.org). These standards and procedures are designed to assist volunteers and staff in the delivery of a safe, quality programs for girls.

***Please Note: All adults attending any overnight activity at any GSEP camp property must have completed GSEP's Criminal Background Clearance process.***

## Ways for you and your girls to get the most out of camp:

- **Programs and Events** — Council-sponsored events provide an exceptional opportunity for troops and individuals to experience camp with someone else leading the way. Visit SPARK magazine, available at [www.gsep.org](http://www.gsep.org).
- **Service Unit and Troop Camping** — Each of GSEP's sites, with their special features, provide unique opportunities for exploration and adventure. Plan to take your troop to each site as girls progress in their camping skills. Safety Activity Checkpoints requires that all groups camping MUST have an adult present that has current First Aid/CPR certification and an adult present who has completed all of the GSEP outdoor trainings. Please see Training Requirements for Troops on page 7.
- **Summer Camping** — Day and resident camping continues the Girl Scout experience through the summer. Resident Camp is held at Camp Laughing Waters, Camp Mosey Wood and Camp Wood Haven, and new in 2016 at Camp Shelly Ridge. Day Camp is held at Camps Mountain House, Shelly Ridge and Valley Forge. A camp guide listing GSEP's summer programs is included in the spring edition of Spark, which is mailed to each GSEP family in December. It is also available online at [www.gsep.org](http://www.gsep.org) and at each of our Service Centers.

## GSEP Properties

Girl Scouts of Eastern Pennsylvania operates six sites for troop camping and/or outdoor programs. Each site offers a unique outdoor opportunity for exploration, education, and an exciting camp experience.

### Camp Laughing Waters – Gilbertsville, PA

With almost 500 acres, Camp Laughing Waters has a little something for everyone. Camp Laughing Waters is conveniently located at the center of GSEP's 9 county footprint in Gilbertsville, Montgomery County and offers facilities for outdoor activities, sports areas, and nature trails. Camp Laughing Waters also features a gaga court, archery range, and one 9-hole Disk Golf courses. High and low rope challenge courses provide outdoor adventure and team-building opportunities. An activity center provides indoor space for sports and other activities—as well as a rock climbing and bouldering wall.

Facilities include 16 camping sites including cabins with showers and flush toilets, and platform tent sites, each with an open pavilion washhouse with flush toilets. Camp Laughing Waters also has a large dining hall and commercial kitchen.

### **Camp Mosey Wood – White Haven, PA**

The native beauty of the Pocono Mountains is preserved within the 425 acres of Camp Mosey Wood. Camp Mosey Wood is located in Kidder Township, Carbon County and offers facilities for outdoor activities and nature trails. Camp Mosey Wood also features a beautiful lake and archery range. Challenge yourself on the rock climbing and bouldering wall, challenge tower, or amazing 900-feet dueling ziplines.

Facilities include 15 camping sites including warm weather platform tents with unit shelters, as well as cabin and lodge options. Camp Mosey Wood also has a large dining hall and commercial kitchen.

### **Camp Mountain House – Allentown, PA**

Camp Mountain House is hidden away in a wooded sanctuary in Lehigh County. This 15-acre property offers a nature trail, outdoor stage, archery range, gaga court (seasonal), low ropes challenge course and open space for games.

Facilities include a lodge with kitchen, fireplace, and wrap-around porch; as well as a cabin with kitchen. Camp Mountain House also has a platform tent unit and a pavilion.

### **Camp Wood Haven – Pine Grove, PA**

Camp Wood Haven is located at the foot of Blue Mountain in Schuylkill County on 200 acres. Camp Wood Haven features an archery range, large sports field, gaga court, and swimming pool. A low challenge course and climbing wall provide outdoor adventure and team-building opportunities.

Facilities include four platform tent units and two Adirondack Shelters. The Birdsong unit provides shelter in “tree houses” for camping adventures in the trees. The newest addition to CWH’s lodging facilities is a unit of Conestoga Wagons! Cold weather accommodations are limited and include a lodge and some cabin space. Camp Wood Haven also has a large dining hall and commercial kitchen.

### **Shelly Ridge Program Center – Miquon, PA**

Camp Shelly Ridge is located in Montgomery County just outside of Philadelphia. Camp Shelly Ridge features an archery range, gaga court, nature trails, and swimming pool. A low rope challenge course provides outdoor adventure and team-building opportunities. An activity center provides indoor space for sports and other activities—as well as a rock climbing and bouldering wall.

Facilities includes a 64-bed lodge with showers and flush toilets, Platform tents and day-use pavilions (unit shelters).

### **Valley Forge Program Center – Valley Forge, PA**

Camp Valley Forge is located near Valley Forge National Park, in Eastern Chester County. Camp Valley Forge features a large field for games, a gaga court, archery range, and picnic area. A low rope challenge course provides outdoor adventure and team-building opportunities. A multipurpose room provides indoor space for sports and other activities.

Facilities include 2 indoor overnight facilities for troops/groups with full kitchen, bathrooms with shower, and mattresses for sleeping.

## **Directions to Camps**

For security reasons, we do not publish directions to our camps online. In addition, most of our camps' addresses are not compatible with GPS devices or online map web sites. Directions will be provided in your confirmation packet, sent to the primary person listed on the reservation.

## To Reserve a Site

Site availability can be viewed online. Reservations may be made directly online. online (for our GSEP members only). Go to [www.gsep.org](http://www.gsep.org) and click on "Camp & Properties," then "Rent a Campsite." Sites cannot be "held" until the registration is made online. Service Units will need to request reservations for camporees using the online SU Camporee application available on the GSEP website and in this guide. Camporee lotteries occur two times per year (see application for dates).

For non-GSEP groups, please contact us at [memberservices@gsep.org](mailto:memberservices@gsep.org) for availability and pricing.

Troop/groupleaders, families and outside groups must follow all GSEP and GSUSA standards and rules governing usage of Council sites and will receive a camp information packet after reservation confirmation. Any camp visits must be prearranged and pre-approved with the Site's Property Manager.

Payment is due in full at time of reservation for all rentals.

### Site Availability Schedule

Reservations become available seasonally. Reservations for the fall open mid-spring. Reservations for spring camping open mid-fall.

GSEP camps are available for rent according to the following Holiday schedule:

- Thanksgiving weekend—closed
- Christmas week—closed
- MLK Day Weekend—open
- Easter weekend—closed
- Memorial Day—open
- July 4th—N/A GSEP Summer camp in session
- Labor Day weekend—closed

### Girl Scout Service Unit Camporees

Twice yearly, GSEP holds a lottery to determine the upcoming Fall/Spring Service Unit camporee schedule for our properties. SU's are permitted to apply for camporees every two years, and completed applications with the \$500 deposit (by check) can be dropped off at any GSEP Service Center or mailed to 330 Manor Road, Miquon, PA 19444. Remaining payment will be due 6 weeks prior to the event date. Any camporee application not completed in full or received without appropriate deposit payment will not be included in the lottery.

Applications are randomly drawn for camping reservations approximately 9 months in advance. The lottery is done in September for camporee requests for the upcoming Spring, and in January for the upcoming Fall. Every effort will be given to provide first choice placement for SU reservation applications. Please provide alternate dates and properties to extend your selection. All SU's will be notified regarding their application status at the completion of the lottery. GSEP will work with SU's to determine units needed to meet the capacity noted in the application. The number of participants for a SU camporee is required for the reservation. GSEP will only reserve sites/units to cover the SU max capacity on the application form. Unused units will be made available for troop camping.

Confirmation or other communication concerning your reservation will be sent once the request has been confirmed by registration. All adults attending overnight camporees must be members of GSEP and have completed the GSEP Criminal Background Clearance process.

If you have questions or need assistance with online reservations, please contact [memberservices@gsep.org](mailto:memberservices@gsep.org).

\*These applications are randomly drawn for camping reservations 9 months in advance. Lottery is done in September for camporee request for spring, and in January for Fall camporee applications.

## Girl Scout Troops/Groups

Reservations can be made no more than 6 months in advance and **no less than 2 weeks** prior to desired camp date. The number of participants for a Troop/Group Camping event is required for the reservation. An information packet will be sent along with your receipt showing payment in full.

***All adults attending overnight camporees must be members of GSEP and have completed the GSEP Criminal Background Clearance process.***

## Check-In/Check-Out Procedures

- The leader from each group must check in and check out with the Property Manager. You must provide the Property Manager with the camping roster (included in the information packet attached to your reservation receipt). If you misplaced this packet, please contact [memberservices@gsep.org](mailto:memberservices@gsep.org).
- The leader for each camping group **must** complete the check-out process, which includes a site inspection by the Property Manager, **prior to departing the site**.
- Troops are expected to clean their unit before departing. This includes sweeping out tents, sweeping and mopping cabins, cleaning bathrooms, cleaning kitchens, and taking bagged trash to the trash cans for ranger pick-up.  
A complete cleaning checklist is including in the confirmation packet.
- **Check-in is from 2pm-8pm and check-out must occur before 12pm.**

***Driving and parking are only permitted in certain designated areas and limited to the number of vehicles per site as indicated in the information packet. Failure to observe this directive may result in additional fees being assessed.***

## Food Service

Each group is responsible for bringing in its own food. Large groups and SU Camporees may call U.S. Foods, and order food for your group, but you must set up your own account directly with the vendor prior to placing your food order. Groups using the commercial kitchen must have someone on premises who is ServSafe certified. To learn more about ServSafe Certification, please see the Volunteer Training page of our website: [www.gsep.org/volunteers/volunteer-training/](http://www.gsep.org/volunteers/volunteer-training/).

***If you reserve the dining Hall only, there is no food-prep permitted. Only groups who reserve the kitchen have access and are permitted to prepare food.***

## Cancellation Policy

If the site or Activity you have reserved is closed by the Council due to weather or maintenance problems, a credit for a future site rental or a full refund will be issued. ***All other Cancellations must be made in writing*** prior to the below deadlines in order to qualify for a refund.

- **Girl Scout Service Units.** Cancellations must be received 12 weeks prior to the reserved date.
- **All other troops/groups.** Cancellations must be received 4 weeks prior to the reserved date.

## Health and Safety

### Crisis Procedures – In the Event of a Serious Accident, Emergency or Fatality

Please refer to the ACA camp emergency procedures included in the information packet.

The person in charge at the scene should:

1. Give priority attention by providing care for the injured person(s). Secure ambulance, and/or police as appropriate **through the Property Manager on duty**.
2. Appoint a record keeper to provide written documentation of the emergency.
  - a. Incident/Accident (Form must be submitted within 24 hours to the GSEP Human Resources Department.)
3. Move other girls/participants away from the injured person/scene.
4. Assign a responsible adult to the scene of the accident.
5. Any serious incident/accident must be reported to GSEP **IMMEDIATELY** via the **Emergency Hotline**.  
**445-227-7559**
6. The council representative will decide who should call the parent/guardian or next of kin.
7. Refrain from making any statements (either orally, or in writing) which could be interpreted as an assumption of responsibility for the accident. Refer all media inquiries to the designated GSEP staff.

## Volunteer Screening Policy

*All adults attending overnight camping must be members of GSEP and have completed the GSEP Criminal Background Clearance process.*

- For information on how to complete this process, please visit our website at [www.gsep.org](http://www.gsep.org) and click on the Volunteers tab.

Volunteers will be required to renew their clearances records every 5 years by submitting a new online application and processing fee. Questions about clearances can be emailed to [memberservices@gsep.org](mailto:memberservices@gsep.org).

## Training Requirements for Troop Camping, Families and Non-Girl Scout Groups

Safety Activity Checkpoints require that adults leading girls in camping and outdoor cooking activities are properly trained. Every campsite reserved must have an adult that has current Indoor Overnight, Basic Outdoor Skills, and First Aid and CPR training. To meet those requirements, GSEP has developed a training progression and training courses for adults leading girls in the out-of-doors. **Trainings need to be completed 30 days prior to the camping date.** Please see the Volunteer Training Page at <http://www.gsep.org/volunteers/volunteer-training>. Troops MAY NOT CAMP without these adults present. These requirements are outlined in Safety Activity Checkpoints.

Any pre-camp visits must be pre-arranged with the site's Property Manager.

Groups that are not members of GSEP may submit outdoor training certifications from other organizations to be considered for approval.

# Standards and Rules Governing the Usage of GSEP Camp Facilities

As stated in the Council Volunteer Policies, every girl and every adult volunteer participating in Council programs (including group camping) shall be a registered member of GSUSA and pay the annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.

## Men in Camp

Safety Activity Checkpoints requires that men stay in separate sleeping quarters and with separate designated restroom facilities when they camp with girls. It is MANDATORY to communicate with GSEP prior to making any reservations when men will be present at the camp.

Pitching of additional tents, and the use of campers is prohibited.

## Special Needs

Most camps have **handicapped accessible facilities**. Troops/groups reserving these sites without girls with special needs may be asked to relocate if necessary to accommodate a troop requiring a special needs facility. Please refer to the facilities charts for location of units at each camp or center.

## Insurance Policy

### For Outside Groups

All groups except those associated with Girl Scouts of the USA must submit a Certificate of Insurance in the amount of no less than \$1,000,000 per occurrence naming the Girl Scouts of Eastern Pennsylvania as additionally insured.

### For Girl Scout Troops

For Girl Scout troops/groups camping trips of 3 nights or more, additional insurance is required. Additional insurance is also required for nonmember participants camping with the troop/group.

This additional insurance only covers children that are 3 years of age and older. The troop/group must purchase additional non-member insurance for any girl under the age of 5 years, and boys under the age of 18 years. Mutual of Omaha forms and more information are available at [www.gsep.org](http://www.gsep.org). If you have questions please contact [memberservices@gsep.org](mailto:memberservices@gsep.org).

Any reservation not paid in full following the terms and conditions above will be considered forfeited and another group will be placed in the site when possible.

### PROHIBITED from GSEP Properties:

No pets are allowed in any GSEP facilities except for assistance dogs.

Illegal drugs and weapons of any kind are not allowed at our sites and facilities. A pocket knife is acceptable when used for training or as a camping tool. Pocket knives must be held by an adult and will be made available to the camper during the appropriate usage times.

Alcohol is not permitted on any GSEP property without written contract and additional insurance purchase. Arrangements must be in writing and are at the discretion of GSEP.

# Activity Facilitators for Archery, Boating, Ice Skating, Cross Country Skiing, and Snow Shoeing

If a troop/group wishes to participate in archery, boating, ice skating, cross country skiing, and/or snowshoeing, please reserve online at [www.gsep.org/camp/rent-a-campsite](http://www.gsep.org/camp/rent-a-campsite). If a troop or group has already identified a facilitator, please include the facilitator's name in the comments section of the reservation. Certifications will be collected prior to event date. All other reservations are dependent upon facilitator availability.

For archery, boating, ice skating, cross county skiing, and snow shoeing, the equipment fee listed in the reservation is paid directly to GSEP. Facilitator fees are separate and negotiated/paid directly to facilitator.

Group size determines the number of facilitators required. Please adhere to these guidelines for the safety of our girls. Remember all activities are weather permitting. The table on the next page shows all the important guidelines. Still have questions? Please contact [memberservices@gsep.org](mailto:memberservices@gsep.org).

## Activities Available at GSEP Outdoor Centers

Activity	Camps Offered	GSEP Appropriate Age Levels	Duration of One Session	Dates Offered**	Number of Participants	Equipment Rental Fee **
Archery	LW, MH, MW, SR, VF, WH	2nd & up	1 hour	April- May Sept-Oct	12-15	\$25
Ice Skating	MW	All	2 hours	Weather Depending Jan-Feb	12-20	\$25
Cross Country Skiing	MW	6th & up	1.5 hours	Weather Depending Jan-Feb	15	\$30
Snow Shoeing	MW	4th & up	1 hour	Weather Depending Jan-Feb	20	\$25
Boating – Row Boats	MW	All	1 hour	April- May Sept-Oct	25-30	\$25
Boating – SUP	MW	4th & up	1 hour	May and September	12	\$30
Boating – Canoes	MW	2nd & up	1 hour	April- May Sept-Oct	20	\$25
Boating – Kayaks*	MW	4th & up	1 hour	May and September	12*	\$25
Boating – Sailing	MW	6th & up	3 hours	May and September	10	\$35

\*If participant cannot pass kayak tip test, she will be offered a different watercraft.

\*\*All activities are weather permitting. The facilitator will have the final say in whether it is safe to lead an activity or not. Generally activities will continue during light rain. Activities will be halted due to thunder and lightning and will only resume when the facilitator deems it safe after a half hour has passed since the last crack of thunder.

# Adventure Programs

All troops/groups must provide at least four weeks notice so GSEP has time to make the arrangements. We try our best to meet all requests, but cannot always guarantee we will be able to secure facilitators for every date.

GSEP also provides “Core Camping Weekends” Programs at many of our sites (see Spark) where all activities are staffed and the activity fees are included in the price of the program.

Adventure programs will be facilitated by GSEP paid staff only. The prices listed include the facilitator’s fee. Troops may book their adventure activities through our online reservation system, and payment is due when the reservation is confirmed. A credit card will be needed at time of booking. Service Units can also request adventure programming directly on their Camporee Request Form. A \$500 deposit will be due at the time of reservation for adventure activities, in addition to the \$500 camporee campsite reservation deposit.

## Q: What adventure packages does GSEP offer?

A: GSEP offers unique packages at four of our camps. Camp Mosey Wood offers the Low Challenge Package, the Climbing Wall Package, and the Challenge Tower and Dueling Zip Lines Package. Camp Laughing Waters offers the Low Challenge Package, High Challenge Package, and High Team Package. Camp Shelly Ridge offers the Low Challenge Package. Camp Wood Haven offers the Low Challenge Package and the Climbing Wall Package. Camp Mountain House and Camp Valley Forge offers the Low Challenge Package.

## Q: What does each of the packages include?

A: Each package includes two hours of programming, run by trained facilitators. This includes the safety briefing at the beginning of each session.

Package	Camp	Possible Elements	Duration
Low Challenge	LW	A-Frames, Burma Loops, Floppy Two-Line, Horizontal Cargo Net, Horizontal Ladder, Multi-line Traverse, Nitro Crossing, Porthole, Tired Two-Line, Trust Fall	2 hours
Low Challenge	MW	Acid River, Burma Planks, Loops, and Steps, Criss Cross, Fidget Ladder, Hour Glass, King's Finger, Low Y, Swinging Log, Tire Traverse, Zig Zag	2 hours
Low Challenge	SR	Burma Bridge, Horizontal Cargo Net, Horizontal Ladder, Mohawk Walk, Plank Shuffle, Spider's Web, Swinging Log, Universal Nitro Crossing, Whale Watch	2 hours
Low Challenge	WH & MH	Fidget Ladder, Mohawk Walk, Nitro Crossing (Peanut Butter Pit), Spider's Web, Swinging Log, Team Wall, Triangular Traverse, Trust Fall	2 hours
Climbing Wall	MW & WH	Climbing Wall – Covered Pavilion	2 hours
Climbing Wall	LW & SR	Climbing Wall – Activity Center	2 hours
High Challenge Course	LW	Burma Bridge, Floppy Two Line, Multi-Line Heebie Combo Traverse, Tension Traverse	2 hours
High Team Challenge	LW	Giant's Ladder, Flying Squirrel	2 hours
Challenge Tower & Dueling Zip Lines	MW	Rope Ladder, Lily Pads, Timber Traverse, Tube Net, Horizontal Zig Zag, French Fry Climb, Cargo Net, Heebie Jeebie, Horizontal Ladder, Multi-Line Traverse, Ship's Mast Net, Bosun's Chair, Burma Loops, Swinging Log Traverse, Tired Two-Line, and Dueling Zip Lines	2 hours

**Q: What are the fees for each package? What do the fees cover?**

A: The fees are listed in the table on page 11 and cover two-hour rental, upkeep of equipment, and facilitator fees.

Activity	Camps Offered	GSEP	Duration of One Session	Dates Offered**	Number of Participants per Session	Cost per Session
Low Ropes	LW, MW, SR, WH, MH, VF	4th & up	2 hours	April-May, Sept-Oct.	24	\$200
Climbing Wall (Pavilion)	MW, WH	2nd and up	2 hours	April-May, Sept-Oct.	20	\$200
Bouldering (Pavilion)	MW, WH	All	2 hours	April-May, Sept-Oct.	15	\$110
Climbing Wall (Activity Center)	LW, SR	2nd & up	2 hours	Year-Round	20	\$200
Bouldering (Activity Center)	LW, SR	All	2 hours	Year-Round	15	\$110
High Challenge Course	LW, MW	6th & up	2 hours	April-May, Sept-Oct.	15	\$380
High Team Challenge	LW	6th & up	2 hours	April-May, Sept-Oct.	15	\$250
Challenge Tower & Dueling Zip Lines	MW	6th & up	2 hours	April-May, Sept-Oct.	12	\$480

**Q: What forms do I need? What else should I bring?**

A: Each girl will need to have a High-Risk Permission form filled out and signed by a parent or guardian. Other than that, please bring:

- clothes that are comfortable to move in
- closed toed and heeled shoes, preferably sneakers
- layers of clothing for the weather
- water bottle, filled with water
- a positive attitude!

**Q: How many adults do I need to bring? What clearances do they need?**

A: Please bring the appropriate number of adults according to Safety Activity Checkpoints. Each adult will need to have the appropriate clearances according to Volunteer Essentials, in to GSEP before participating.

**Q: If I come for just the day program, can I spend the rest of the day at camp?**

A: The fees you pay for the program entitle you to be on camp property during the designated time only. If you wish to spend more of the day at camp, you will need to rent a campsite at an additional fee.

**Q: Who are the facilitators? What kind of training do they receive?**

A: GSEP's facilitators come from all walks of life. We have current and former camp staff, students in college, teachers, Junior and Senior High School students, and those interested in what Girl Scouting does for girls. Each facilitator completes a three to five-day rigorous training program, learning the ins and outs of facilitating adventure program. They also complete periodic in-service trainings. The facilitators all have a love for adventure and are ready for any challenge!

**Q: What happens in the case of inclement weather?**

A: Whenever possible, the activity will continue to take place. All outdoor adventure programming will be halted immediately in the case of thunder and lightning. Program may resume 30 minutes after the last crack of thunder. In the event of heavy rain or wind, program may be modified or cancelled at the facilitator's discretion. If a facilitator stops the activity due to weather within a half hour of the starting time, a full credit will be issued for a future adventure package. If a facilitator stops the activity due to weather after a half hour from the start time and more than a half hour from the finish time, a half credit will be issued for a future adventure package. If a half hour or less is remaining, when a facilitator stops the activity due to weather, the activity will be considered completed and no credit will be issued. At no time will a refund be issued once the session has begun.

**Q: What is the cancellation policy for Adventure Programming?**

A: If the program is cancelled by the Council due to weather or maintenance problems before the session has begun, a credit for a future site rental or a full refund will be issued. Cancellations must be made in writing in order to receive a full refund of all camping fees charged. Cancellations made in less than the allowed limits listed below, will forfeit their payments.

Girl Scout Service Units: Cancellations must be received **12 weeks** prior to the reserved date.

All other troops/groups: Cancellations must be received **4 weeks** prior to the reserved date.

**Q: If I still have more questions about Adventure Programs, who can I contact?**

A: April E. Beattie, Girl Experience Specialist/ Director of Camp Mosey Wood – Mosey Wood, [abeattie@gsep.org](mailto:abeattie@gsep.org)

Name of person involved:

Address:

City: State: Zip:

Phone: ( ) Age: Sex:

Girl - Troop Number:  Staff  Volunteer  Other

Name of Parent/Guardian (if minor):

Address:

City: State: Zip:

Date of Incident (XX/XX/XXXX): Time:  A.M.  P.M.

Name of facility where incident/accident took place:

Name and address of witness(s). (You may wish to attach signed statements.)

1. Witness Name:

Address: City: State: Zip:

2. Witness Name:

Address: City: State: Zip:

3. Witness Name:

Address: City: State: Zip:

Type of incident:  Behavioral  Accident  Illness  Other (describe):

List any injuries:

Describe the sequence of activity in detail including what the person was doing at the time of the incident/accident:

Where did the incident/accident occur? (specific location—draw diagram (on separate sheet if necessary) to show location of persons/objects):

Was individual participating in an activity at time of the incident/accident?  Yes  No

If yes, what activity?

Any equipment involved in incident/accident?  Yes  No If yes, what type?

Condition of equipment:

Emergency procedures followed at time of incident/accident:

By whom:

Report submitted by: Date:

Position: Phone: ( )

Address: City: State: Zip:

**MEDICAL REPORT OF ACCIDENT**

How much time lapsed between injury and First Aid?

Were parents notified?  Yes  No By:  Writing  Phone  Other:

By whom: Title:

Date of Notification: Time of Notification:  A.M.  P.M.

Parent's response:

Where was treatment given?  At Accident Site  Doctor's Office  Hospital

By whom:

Date of Treatment: Time of Treatment:  A.M.  P.M.

Describe treatment given:

Was injured person admitted overnight in a hospital?  Yes  No If so, what Time:  A.M.  P.M.

Name of hospital:

If hospitalized, how was injured person transported?  Council Vehicle  Volunteer Vehicle  Ambulance

Attending physician's name:

Date released from hospital: Time released from hospital:  A.M.  P.M.

Released to:  Volunteers  Parents  Other:

Comments about incident/accident:

Persons notified such as Girl Scout CEO, staff member, etc.:

Name Date

Position

If applicable, describe any comments to the media regarding this situation and by whom:

Signature of Person Submitting This Report:

FOR COUNCIL USE ONLY:

INSURANCE NOTIFICATION:	BY WHOM:	DATE:
1. <input type="checkbox"/> Worker's Compensation		
2. <input type="checkbox"/> General Liability Insurance		
3. <input type="checkbox"/> Automobile Insurance		
4. <input type="checkbox"/> United of Omaha		
5. <input type="checkbox"/> OTHER:		

**NOTE: ANY DOCUMENTATION, ETC. SHOULD BE INITIALED, DATED AND ATTACHED TO THIS FORM**

**Please fax this form to the Human Resources Department at 215.487.6424**

# CAMP LAUGHING WATERS SITE RENTAL FACILITIES AND PRICES

X =accomodation

 =Handicapped Accessible

 =Space to Accommodate Males

/P = Per Person

## Facilities

### PLATFORM TENTS

	RATE (\$.) PER NIGHT/DAY	SITE CAPACITY	NUMBER OF UNITS	VEHICLES PER SITE	SPRING/ APR. 21-MAY 31	FALL / SEPT-OCT. 31	WINTER/ OCT. 31-APR. 21	MATTRESSES ON FLOOR (Twin size mattress)	BEDS/COTS (Twin size mattress)	KITCHEN SINK/DISHWASHER (K/D)	ELECTRIC/GAS KITCHEN RANGE (E/G)	MICROWAVE	FIREPLACE/WOOD STOVE (F/W)	ELECTRIC/GAS/OIL HEAT (E/G/O)	ELECTRICITY	REFRIGERATOR	FLUSH TOILETS	PIT LATRINES	HOT SHOWERS	SINKS/WASH STATIONS (S/W)	SEASONAL/YEAR ROUND (S/YR)	INSIDE/OUTSIDE WATER (I/O)	HOT/COLD WATER (H/C)	FIRE CIRCLE	GRILL—SHELTERED OR OUTSIDE (S/O)	SHELTER—PICNIC/KITCHEN (P/K)	SHELTER FLOOR: CEMENT/DIRT/WOOD (C/D/W)	REFRIGERATOR IN SHELTER	ELECTRICITY IN SHELTER
ALLEGHENY	96	28	7	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
BRANDYWINE	96	28	7	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
CONEWAGO	96	28	7	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
LACKAWANA	114	36	9	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
PENNPACK	96	28	7	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
PERKIOMEN	139	44	11	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
SHENANGO	96	28	7	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
SWATARA	123	40	10	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X
TALL TREES	96	28	7	1	X	X		X								X				W	S	O	C	X	S	K	C	X	X

### PRIMITIVE CAMPING (TENTS NOT INCLUDED)

CONESTOGA	44	20	1	X	X												X											
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### CABINS

ALLEGHENY 	118	26	1	1	X	X	X	X	K	E	F	O	X	X	X	X	S	YR	I	H/C	X					
BRANDYWINE	118	26	1	1	X	X	X	X	K	E	F	O	X	X	X	X	S	YR	I	H/C	X					
LACKAWANA	149	40	1	1	X	X	X	X	K	E	F	O	X	X	X	X	S	YR	I	H/C	X					
PERKIOMEN	118	24	1	1	X	X	X	X	K	E	F	O	X	X	X	X	S	YR	I	H/C	X					
SHENANGO	118	26	1	1	X	X	X	X	K	E	F	O	X	X	X	X	S	YR	I	H/C	X					
SWATARA	108	26	1	1	X	X	X	X	K	E	F	O	X	X	X		S	YR	I	C	X					
TOWANDA	118	26	1	1	X	X	X	X	K	E	F	O	X	X	X	X	S	YR	I	H/C	X					
TUSCARORA	118	26	1	1	X	X	X	X	K	E	F	O	X	X	X	X	S	YR	I	H/C	X					

### ADDITIONAL ACCOMMODATIONS:

HEALTH CENTER 	11/P	10	1	1	X	X	X	X	K	E	G	X	X	X	X	S	YR	I	H/C							
MURPHY HOUSE	115	24	1	1	X	X	X	X	K	E	O	X	X	X	X	S	YR	I	H/C	X						

### DAY USE FACILITIES

ACTIVITY CENTER 	50	1	0	X	X	X					O	X	X			X	YR	I	H/C							
DINING HALL *	158	260	1	0	X	X	X				F	G	X	X	X		S	YR	I	H/C						
KITCHEN **	100	1	0	X	X	X		K/D	G		G	X	X	X		S	YR	I	H/C							

### CAMP TOTAL CAPACITY

SPRING/FALL	566		
WINTER	258		

\* NO FOOD PREPARATION IN DINING HALL WITHOUT KITCHEN RENTAL

\*\* KITCHEN CANNOT BE BOOKED WITHOUT DINING HALL. ServeSafe Certification required. Full Commercial Kitchen Amenities: 20 quart mixer, commercial slicer, 2 electric convection ovens, 10 burner range with conventional oven and filling water spigot, electric conveyor toaster, warming cabinets, 4 well steam table, ice machine, double door refrigerator, dishwasher, handwashing stations, triple basin sink, 2 basin food preparation sink, single basin food preparation sink, walk-in coolers and freezer.

## CAMP MOSEY WOOD SITE RENTAL FACILITIES AND PRICES

X =accomodation

 =Handicapped Accessible

### =Space to Accommodate Males

/P = Per Person

## Facilities

## PLATFORM TENTS

NAWAKWA 	112	40	10	1	X	X	X		F			X	W	S	O	C	X	S/O	C/W	
TRAILS END	112	40	10	1	X	X	X		F			X	W	S	O	C	X	S/O	C/W	
DEERWOOD	112	40	10	1	X	X	X		F			X	W	S	O	C	X	S/O	C/W	
BUNNY HOLLOW	112	40	10	1	X	X	X		F			X	W	S	O	C	X	S/O	C/W	
PATH FINDER	112	40	10	1	X	X	X		F			X	W	S	O	C	X	O	P	W
STONEWOOD 1 	67	20	5	1	X	X	X		F			X	W	S	O	C	X	O	P	W
STONEWOOD 2	67	20	5	1	X	X	X		W			X	W	S	O	C	X	O	P	W
OAK DELL 	68	20	5	1	X	X	X					X	S	S	O	C	X	O		W

## CABINS

LAKESIDE CABIN	79	8	1	1	X	X	X	X	K	E	X	F	E	X	X	X	X	S	YR	I	H/C	X		
COOK'S CABIN	11/P	4	1	1	X	X	X	X					E	X	X	X	X	S	YR	I	H/C			

## LODGES

BLUEBERRY HILL 	102	24	1	1	X	X	X	X	K	E	F	G	X	X	X	S	YR	I	H/C	X	
LOU'S LODGE A 	102	16	1	1	X	X	X	X	K/D	E	X	F	X	X	X	X	S	YR	I	H/C	
LOU'S LODGE B 	102	16	1	1	X	X	X	X	K/D	E	X	F	X	X	X	X	S	YR	I	H/C	
LOU'S LODGE C 	102	16	1	1	X	X	X	X	K/D	E	X	F	X	X	X	X	S	YR	I	H/C	
LOU'S LODGE D 	102	16	1	1	X	X	X	X	K/D	E	X	F	X	X	X	X	S	YR	I	H/C	
TREXLER 	115	30	1	1	X	X	X	X	K	E	F	G	X	X	X	X	S	YR	I	H/C	X
MARMEE 	140	40	1	1	X	X	X	X	K	E	F	E	X	X	X	S	YR	I	H/C	X	
TROOP WING 	136	40	1	1	X	X	X	X	E	F	E	X	X	X	X	S	YR	I	H/C		

## DAY USE FACILITIES

FOWLER FAMILY PAVILION (2 HOUR SESSION)	50	75	1	0	X	X	X						F			X	X	X	X	YR	I	H/C	X	S/O	P/K	C	X	X
DINING HALL *	150	250	1	0	X	X	X						X		E	X		X		S	YR	I	H/C	X				
KITCHEN **	100		1	0	X	X	X		K/D	G	X		G	X	X	X		S	YR	I	H/C							

### CAMP TOTAL CAPACITY

SPRING/FALL	470		<b>* NO FOOD PREPARATION IN DINING HALL WITHOUT KITCHEN RENTAL</b>
WINTER	210		<b>** KITCHEN CANNOT BE BOOKED WITHOUT DINING HALL.</b> ServeSafe Certification required. Full Commercial Kitchen Amenities: 20 quart mixer, commercial slicer, 2 electric convection ovens, 10 burner range with conventional oven and

**\* NO FOOD PREPARATION IN DINING HALL WITHOUT KITCHEN RENTAL**

**\*\* KITCHEN CANNOT BE BOOKED WITHOUT DINING HALL.** ServeSafe Certification required. Full Commercial Kitchen Amenities: 20 quart mixer, commercial slicer, 2 electric convection ovens, 10 burner range with conventional oven and filling water spigot, electric conveyor toaster, warming cabinets, 4 well steam table, ice machine, double door refrigerator, dishwasher, handwashing stations, triple basin sink, 2 basin food preparation sink, single basin food preparation sink, walk-in coolers and freezer.

## **CAMP MOUNTAIN HOUSE SITE RENTAL FACILITIES AND PRICES**

X = accommodation

 =Handicapped Accessible

### =Space to Accommodate Males

• /P = Per Person

## Facilities

## PLATFORM TENTS

TENT UNIT 78 20 5 1 X X X F X W S O C X W

## CABINS

PINE CABIN	81	15	1	1	X	X	X	X	K	E	X	E	X	X	x		S	Y	I	H/C	X		
MOUNTAIN HOUSE LODGE	120	30	1	1	X	X	X	X	K	E	X	F	E	X	X	X	S	S	I	H/C	X	O	

## CAMP TOTAL CAPACITY

## CAMP SHELLY RIDGE SITE RENTAL FACILITIES AND PRICES

X =accomodation

 =Handicapped Accessible

 =Space to Accommodate Males

/P = Per Person

### Facilities

#### LODGING

	RATE (\$.) PER NIGHT/DAY	SITE CAPACITY	NUMBER OF UNITS	VEHICLES PER SITE	SPRING/ APR. 21-MAY 31	FALL / SEPT-OCT. 31	WINTER/ OCT. 31-APR. 21	MATTRESSES ON FLOOR (Twin size mattress)	BEDS/COTS (Twin size mattress)	KITCHEN SINK/DISHWASHER (K/D)	ELECTRIC/GAS KITCHEN RANGE (E/G)	MICROWAVE	FIREPLACE/WOOD STOVE (F/W)	ELECTRIC/GAS/OIL HEAT (E/G/O)	ELECTRICITY	REFRIGERATOR	FLUSH TOILETS	PIT LATRINES (2 on site)	HOT SHOWERS	SINKS/WASH STATIONS (S/W)	SEASONAL/YEAR ROUND (S/YR)	INSIDE/OUTSIDE WATER (I/O)	HOT/COLD WATER (H/C)	FIRE CIRCLE	GRILL—SHELTERED OR OUTSIDE (S/O)	SHELTER—PICNIC/KITCHEN (P/K)	SHELTER FLOOR: CEMENT/DIRT/WOOD (C/D/W)	REFRIGERATOR IN SHELTER	ELECTRICITY IN SHELTER
SHAWNEE LODGE A 	102	16	1	1	X	X	X	X	K/D	G	X	F	E	X	X	X	X	S	YR	I	H/C								
SHAWNEE LODGE B 	102	16	1	1	X	X	X	X	K/D	G	X	F	E	X	X	X	X	S	YR	I	H/C								
SHAWNEE LODGE C 	102	16	1	1	X	X	X	X	K/D	G	X	F	E	X	X	X	X	S	YR	I	H/C								
SHAWNEE LODGE D 	102	16	1	1	X	X	X	X	K/D	G	X	F	E	X	X	X	X	S	YR	I	H/C								
SMITH LODGE* 	147	20	1	1	X	X	X	X	E	X	F	E	X	X	X	X	S	YR	I	H/C									

#### DAY USE PAVILIONS/FACILITY

ACTIVITY CENTER 	50	1		X	X	X						O	X		X	X	S	YR	I	H/C								
BOONE	31	20	1		X	X																O	P	C				
HIAWATHA	33	20	1		X	X												S	O	C	X	O	P	C				
NESHAMINY	31	20	1		X	X											S	O	C	X	O	P	C					
POCAHONTAS 	33	20	1		X	X											S	O	C	X	O	P	C					
SENECA	31	20	1		X	X											S	O	C	X	O	P	C					
TUSCARORA	33	20	1		X	X															X	O	P	C				
ROSIE'S CORNER	31	20	1		X	X															O	P	D					
EAGLEVIEW	33	20	1		X	X															X	O	P	D				
TRAILS END	31	20	1		X	X															O	P	D					
Health Center-Space to Accommodate Males	10P	5	1						K/D							X	X	X										
HIAWATHA-TENTS	80	32	8		X	X		X									X	S	S	C	X	O	P	C				

#### CAMP TOTAL CAPACITY

SPRING/FALL	94		
WINTER	94		

\* AUDITORIUM SEATING CAPACITY OF 175. TABLES AND CHAIRS CAPACITY OF 100

## CAMP VALLEY FORGE SITE RENTAL FACILITIES AND PRICES

X =accomodation

 =Handicapped Accessible

 =Space to Accommodate Males

/P = Per Person

## Facilities

## LODGING

KELTON WOODS (BLUE) 	95	20	1		X	X	X	X	2	K	E	X		G	X	X	X		X	S	YR	I	H/C	X	O	
KIWANIS (PURPLE) 	95	20	1		X	X	X	X	2	K	E	X		G	X	X	X		X	S	YR	I	H/C	X	O	

## **DAY USE**

10 of 10

MULTIPURPOSE ROOM  125 165 1 X X X X K E X G X X X S YR I H/C

### CAMP TOTAL CAPACITY

SPRING/FALL	40	
WINTER	40	

**\* AUDITORIUM SEATING CAPACITY OF 130**

Table 1. Summary of the main characteristics of the four groups of patients.

# CAMP WOOD HAVEN SITE RENTAL FACILITIES AND PRICES

X =accommodation

 =Handicapped Accessible

 =Space to Accommodate Males

/P = Per Person

## Facilities

### PLATFORM TENTS

	RATE (\$.) PER NIGHT/DAY	SITE CAPACITY	NUMBER OF UNITS	VEHICLES PER SITE	SPRING/ APR. 21-MAY 31	FALL/ SEPT-OCT. 22	WINTER/ OCT. 22-APR. 21	MATTRESSES ON FLOOR (Twin size mattress)	BEDS/COTS (Twin size mattress)	KITCHEN SINK/DISHWASHER (K/D)	ELECTRIC/GAS KITCHEN RANGE (E/G)	MICROWAVE	FIREPLACE/WOOD STOVE (F/W)	ELECTRIC/GAS/OIL HEAT (E/G/O)	ELECTRICITY	REFRIGERATOR	FLUSH TOILETS	PIT LATRINES	HOT SHOWERS	SINKS/WASH STATIONS (S/W)	SEASONAL/YEAR ROUND (S/Y/R)	INSIDE/OUTSIDE WATER (I/O)	HOT/COLD WATER (H/C)	FIRE CIRCLE	GRILL-SHELTERED OR OUTSIDE (S/O)	SHELTER-PICNIC/KITCHEN (P/K)	SHELTER FLOOR: CEMENT/DIRT/WOOD (C/D/W)	REFRIGERATOR IN SHELTER	ELECTRICITY IN SHELTER
TIMBER RIDGE	116	40	10	1	X	X		X			F		X		X					W	S	O	C	X	S	P	W	X	
SHADY WOOD	125	40	10	1	X	X		X			F		X	X	X					W	S	O	C	X		P	C	X	
ROBIN'S DEN	131	40	10	1	X	X		X	K	G	F		X	X	X					W	S	O	C	X			C		
WHISPERING PINES 1 	84	20	5	1	X	X		X	G	F		X	X	X						W	S	O	C	X			C		
WHISPERING PINES 2 	84	20	5	1	X	X		X	G	F		X	X	X						W	S	O	C	X			C		
PIONEER 1 	71	25	5	1	X	X		X			F		X	X	X					W	S	O	C	X	S	P	C		
PIONEER 2 	71	25	5	1	X	X		X			F									W	S	O	C	X	S	P	W		
CONESTOGA WAGONS	73	24	6	1	X	X		X												W	S	O	C	X					

### INDOOR LODGING

KUTZ HEIM 	145	40	1	1	X	X	X	X	K	E	X	F	E	X	X	X			S	YR	I/O	H/C	X			
STAFF HOUSE	115	24	1	1	X	X	X	X	K	E	X	F	E	X	X	X		X	S	YR	I/O	H/C	X			
HEALTH CENTER  	11/P	4	1	1	X	X		X	X	K		X	F	E	X	X	X	X	S	S	I/O	H/C	X			
YURT	77	8	1	1	X	X		X	K	W			E	X	X	X		X	S	S	I	H/C				
COOK'S CABIN	57	4	1	1	X	X		X					E	X	X	X		X	S	S	I	H/C	X			
BIRD SONG (TREE HOUSES) 	95	25	1	1	X	X		X	K		W		X	X		X			W	S	I/O	C	X			W

### DAY USE FACILITIES

PAVILION (2 HOUR SESSION)	50	100	X	X	X	X													S	YR	I	H/C				
DINING HALL *	158	200	X	X	X	X			K		F		X	X	X	X			S	S	I	H/C				
KITCHEN **	100		X	X					K	G	X		X	X	X	X			S	S	I	H/C				

### CAMP TOTAL CAPACITY

SPRING/FALL	333	
WINTER	64	

\* NO FOOD PREPARATION IN DINING HALL WITHOUT KITCHEN RENTAL

\*\* KITCHEN CANNOT BE BOOKED WITHOUT DINING HALL. ServeSafe Certification required. Full Commercial Kitchen Amenities: 20 quart mixer, commercial slicer, 2 electric convection ovens, 10 burner range with conventional oven and filling water spigot, electric conveyor toaster, warming cabinets, 4 well steam table, ice machine, double door refrigerator, dishwasher, handwashing stations, triple basin sink, 2 basin food preparation sink, single basin food preparation sink, walk-in coolers and freezer.

# CAMPS

## RESIDENT CAMPS

1 Laughing Waters  
Gilbertsville, PA

2 Mosey Wood  
White Haven, PA

3 Wood Haven  
Pine Grove, PA

4 Shelly Ridge Resident Camp  
Miquon, PA

## DAY CAMPS

5 Mountain House  
Allentown, PA

6 Shelly Ridge Day Camp  
Miquon, PA

7 Valley Forge  
Valley Forge, PA

### Headquarters: ShellyRidge ServiceCenter

330 Manor Road  
Miquon, PA 19444

Tel: (215) 564-2030

### Valley Forge Service Center 100 Juliet Low Way Valley Forge, PA 19428

Tel: (215) 564-2030

### Jane Seltzer Service Center

2020 Rhawn Street  
Philadelphia, PA 19152

Tel: (215) 564-2030

