

## Service Unit Camping On-Site Coordinator Agreement

### **Please read and return signed responsibilities to receive credit for: Service Unit Camping On-Site Coordinator Training**

#### Description:

The Service Unit Camping On-Site Coordinator will ensure that their Girl Scout Service Unit is following all Girl Scout Heart of the Hudson, Inc. and Safety-Activity Checkpoint guidelines and procedures; and make sure their Girl Scout Service Unit is using Girl Scout Heart of the Hudson, Inc.'s property and equipment properly.

#### Training requirements:

- Service Unit Camping On-Site Coordinator (1 trained volunteer per Service Unit)
- Complete Volunteer Essentials, Sleep In (formerly Overnight Indoor Training), and Camp Out (formerly Overnight Outdoor Training)

#### Responsibilities before Girl Scout Service Unit Camp-Out

1. Reserve GSHH Council Property <http://www.girlscoutshh.org/en/our-council/prop.html>
2. Visit camp site prior to camp-out if unfamiliar with the site and area
3. Meet with the assigned Service Unit volunteer camping organizers and the camping troops to distribute the general rules before arriving at camp.
  - a. Ensure troop has submitted 2 weeks in advance the Troop Trip/Activity Notification Form that includes the participation list and has Girl Scouts Heart of the Hudson approval.

#### Responsibilities during Girl Scout Service Unit camping:

1. Must be present at Service Unit Camping from the time troops start arriving until the last troop leaves.
2. Review emergency weather procedures in the Outdoor Education in GS book provided at the Camp Out course (formerly Overnight Outdoor Training).
3. Test cell phone or emergency phone upon arrival
  - a. Know the address of the camp for emergencies when calling 911
4. Oversee check-in and check-out of troops
5. Collect updated attendance lists from troops
6. Assure campers and adults follow Girl Scouts Heart of the Hudson, Inc. and *Safety Activity Checkpoint* guidelines
7. Assure safe and proper use of property and equipment
  - a. Report to the ranger if any equipment or property was damaged.
8. Walk around camp during the event and visit units and program sites.
9. Inspect units before troops leave to ensure that check-out procedures have been followed. Pay particular attention to fires and be sure that all are completely extinguished.
10. Reminders -
  - No spray bug repellent
  - No liquid fire starters
  - No gum



## Service Unit Camping On-Site Coordinator Agreement

I have read and understand the description, responsibilities, and reservation procedures. I agree to take responsibility as Service Unit Camping On-Site Coordinator.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Service Unit Name

\_\_\_\_\_  
Date

Please sign and return this page to [customercare@girlscoutshh.org](mailto:customercare@girlscoutshh.org)