



# Service Unit Camping On-Site Coordinator

# Service Unit Camping On-Site Coordinator

## Description:

The Service Unit Camping On-Site Coordinator will ensure that their Girl Scout Service Unit is following all Girl Scouts Heart of the Hudson, Inc. (GSHH) and Girl Scouts of the USA (GSUSA) safety activity checkpoints and procedures. She/he will also ensure proper use of GSHH property and equipment.

## Training requirements:

- Volunteer Essentials
- Service Unit Camping On-Site Coordinator self-study training
- Sleep In (formerly Overnight Indoor Training)
- Camp Out (formerly Overnight Outdoor Training)

## Responsibilities before Girl Scout Service Unit camping:

1. Complete Service Unit Camping Reservation. To make a reservation visit our website Camp Properties/Rent Our Facilities section. All reservations are completed on line <http://www.girlscoutshh.org/en/our-council/prop.html>
2. Visit camp site prior, if unfamiliar with the site and area.
3. The Service Unit On-Site Camping Coordinator should have a meeting with the Service Unit Camping Organizer, and the troops participating in the camp-out, to distribute the general rules before arriving at camp.
  - a. Ensure troop has submitted 3 weeks in advance a troop trip/activity notification form that includes participation list and has Council 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 Girl Scouting book provided in Camp Out (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 participant attendance lists from troops.
6. Ensure that all campers and adults follow GSHH and GSUSA safety guidelines.
7. Ensure 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 weekend 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 fire circles and be sure that all fires have been completely extinguished.
10. Reminder:
  - a. No spray bug repellent
  - b. No liquid fire starters
  - c. No gum

## Community Camping Procedure

To rent camp properties go GSHH website [Rent Our Facilities Page](#)

Are you looking to get outdoors? How about an overnight in a cabin? Have a meeting in a Girl Scout house? Sleep in a tent? You are in the right place for information!

Girl Scouts Heart of the Hudson troops and groups can reserve one of our 18 facilities (Girl Scout Houses or Camps), that are available for troop meetings, a place to take your troop on their next adventure or an overnight experience. See our [Camp Guide](#) and [GSHH Facilities Guide](#) to learn what each property has to offer.

Troops going overnight camping must be accompanied by at least one adult who has successfully completed Sleep In and Camp Out courses and at least one adult who is a certified First Aider.

Property rentals are also available for non-Girl Scout groups at some locations.

### **Renting a Facility:**

#### **Online Property Reservations**

**Leaders / Volunteers:** You may reserve any of our available properties using the new online property reservation system. The first time using the new online property reservation system, you will need to create a profile with a *User ID and Password*. [Click here to get started](#).

Once you have your *User ID and Password*, please [click here](#) to make future reservations.

Have a question? Please email us at [property@girlscoutshh.org](mailto:property@girlscoutshh.org)

**Service Unit Camping:** To rent a camp property please fill out the [Service Unit Camping Reservation Application](#).

**Please note: There must be an adult certified First Aider present at each activity.**

**Boating** requires a Lifeguard with current CPR for the Professional Rescuer and Waterfront Certification, plus an adult with documented experience in the specific type of boating or Small Craft Safety certification.

**Swimming** requires a Lifeguard (18+) with current CPR for the Professional Rescuer. (LG must have Waterfront certification for camps with lakes.) Each girl must be swim tested by a (21+) Water Safety Instructor. Consult [Safety Activity Checkpoint](#) for girl to Lifeguard and watcher ratios.

**Low Ropes** requires a certified low ropes facilitator. Consult *Safety Activity Checkpoints* for girl to instructor ratio. Additional \$50.00 fee

**Archery** requires a certified archery instructor. Consult *Safety Activity Checkpoints* for girl to instructor ratio. Additional \$50.00 fee

**You will be asked to furnish the names and copies of certifications of the above personnel with your reservations**

### **CHECK-OUT PROCEDURE**

Please realize that flexibility may be necessary in case your time coincides with other troops. All girls and leaders must wait in unit until checked out by the Service Unit Camping Manager. Units must be left thoroughly clean. Remember, a Girl Scout always leaves a place better than she found it!

<p><b><u>LATRINES OR BATHROOMS:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> All seats scrubbed with disinfectant; Let air-dry</li><li><input type="checkbox"/> Floors swept thoroughly</li><li><input type="checkbox"/> Bucket, brooms and scrub brushes properly stored</li><li><input type="checkbox"/> Wash stands clean and free of debris</li></ul> <p><b><u>KITCHEN SHELTER:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Tables cleaned</li><li><input type="checkbox"/> Floor raked</li><li><input type="checkbox"/> Fireplaces cleaned out</li></ul> <p><b><u>TENTS:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Floors swept</li><li><input type="checkbox"/> Tent sides laced and flaps tied</li><li><input type="checkbox"/> Paper picked up around and under tents</li></ul>	<p><b><u>CAMP EQUIPMENT:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Neat, clean and left together in shelter</li></ul> <p><b><u>GENERAL UNIT AREA:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Outside fire circle cleaned</li><li><input type="checkbox"/> No papers or trash left</li><li><input type="checkbox"/> Roads and trails clear of any trash</li></ul> <p><b><u>GARBAGE:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Garbage bagged and carried down to dumpster</li></ul>
---	--

<p><b>Site checked</b> _____ <b>Signature</b> _____</p> <p><b>#Girls/#Adults residing in site:</b> _____ G _____ A</p> <p><b>Fire drill held</b> _____</p> <p style="text-align: center;">Date                      Time</p>
--

## Camp Properties

Camp Addisone Boyce   Camp Ludington   Camp Wendy   Rock Hill Camp

**Camp Addisone Boyce** is located in Tomkins Cove in Rockland County, NY. The camp is situated on 360 beautiful acres bordering the Harriman State Park System.

- **Facilities include:** Four units of platform tents and a covered wagon unit, with unit capacities ranging from 30-42 people. Each unit has a kitchen shelter with picnic tables, water and fire circle. There is a washhouse with flush toilets and showers. Camp Addisone Boyce also has a central dining hall, a low ropes course, a winterized cabin, a swimming pool, a lake for fishing and boating, an environmental center, hiking trails, an orienteering course, and a craft shelter.
- **History:** The Girl Scouts of Rockland County have been camping since the summer of 1942. First they camped at Mr. A.C. Clegg's estate in Sloatsburg. As camping gained popularity, districts throughout the council developed their own day camp programs at different sites including Camp Tan-Kee Grace in Blauvelt. This site was a gift from Dr. Addisone Boyce and Miss Grace Bullowa for girls in the Central and Hudson districts. As the Girl Scouts of Rockland County searched for a camp, Dr. Addisone Boyce inspected every site the camp committee proposed. The council agreed to purchase and develop a property of 260 acres, three feeder streams, hiking trails and the possibility of a lake. The site was dedicated on July 4, 1951 and named Camp Addisone Boyce in honor of the woman whose commitment made it all possible.

**Camp Ludington**, a beautiful 150-acre camp, is located in Holmes, 6 miles north of Lake Carmel in Dutchess County.

- **Facilities include:** Five platform tent units each with capacities of 42-45 people. Each unit has cots and mattresses, a kitchen shelter with picnic tables and fireplaces, wash areas and latrines, and a fire circle. Camp Ludington offers trails for hiking, a private lake and beach for boating and swimming, a dining hall, an arts and crafts pavilion, a large games field, and easy access to the Appalachian Trail,. A tent-pitching site with water, fire circle and latrine is also available.
- **History:** Camp Ludington was purchased by the Putnam County Girl Scouts in 1953 with financial assistance from the Hecksher Foundation. It first opened for the summer of 1954's camping season. Its 150 acres include spring-fed Lake Hecksher, hilly terrain, deeply wooded areas, stone walls and trails.

**Camp Wendy** has 56 acres of gently rolling hills, winding trails, beautiful forests and a 13-acre lake nestled in the foothills of the Shawangunks in the hamlet of Walkkill, Ulster County.

- **Facilities include:** Six units of platform tents or lean-to cabins with unit capacities ranging from 15-30. Each unit has a kitchen shelter with picnic tables, water and fire circle. There is a centralized washhouse with flush toilets and showers. There are latrines in some of the units further from the washhouse. There is also a central dining hall, infirmary, arts and crafts building, pavilions, swimming pool, low ropes course, and two lodges. Martin Lodge is also available for winter camping and can accommodate 20 people.
- **History:** Camp Wendy was donated to Girl Scouts of Ulster County by the Borden Family in 1926.

**Rock Hill Camp's** 200 wooded acres, located in Mahopac, Putnam County, have been a favorite site for Girl Scouts since 1922.

- **Facilities include:** Five platform tent units, each with a capacity of approximately 40 people. Each unit has a kitchen shelter with fireplace, picnic tables, water and fire circle. Four units have access to a washhouse with flush toilets and showers. The fifth unit has a wash area and latrines. Rock Hill Camp has a pristine lake for swimming and boating, indoor and outdoor dining facilities, high and low ropes courses, hiking trails, and an archery range, as well as nature and arts and crafts pavilions.
- **History:** Rock Hill Camp has been a favorite site with Girl Scout troops since 1922 when it was leased by the Westchester Girl Scout Camp Committee, Inc. a group comprised of 18 different councils from around the county. Five years later, it was purchased with the help of such famous people as V. Everit Macy, Felix Warburg, Edwin Gould and John D. Rockefeller, Jr. In 1991, Rock Hill Camp underwent major renovations where four winterized cabins and four washhouses were built. Soon after that, the dining hall was renovated and winterized. Additionally low, mid, and high ropes courses were installed.