

## How to Reserve a Site at a GSSI Council Property

Call the Program/Training Registrar to find out what dates are available. Remember, council properties are reserved on a first come, first serve basis. NO reservation will be accepted over the phone and NO reservation will be complete until both the approved application and site usage fee deposit check are received by the Program/Training Registrar. An application may be obtained from your Service Unit Director, the council service centers or from the council website, [www.gsofsi.org](http://www.gsofsi.org).

Complete the Troop Activity Notification Form and return it to your Service Unit Director. Troop Activity Notification Forms are available from your Service Unit Director, the council service centers or from the council website, [www.gsofsi.org](http://www.gsofsi.org).

If there are problems with the Camp Application, you will receive a phone call from the Program/Training Registrar. If there are no problems with the Camp Application, the individual listed as "Adult-in-Charge" will receive a confirmation packet. The Troop/Service Unit Camp Report that is included in the packet must be returned within two weeks after the campout to the Program/Training Registrar. Failure to return the camp report(s) will result in the suspension of camp usage privileges until it is returned.

An equipment requisition is also included in the confirmation packet. This form must be completed and faxed or mailed to the directly to the Camp Ranger at least two weeks prior to your reserved date(s). Addresses and fax numbers are printed on all requisition forms. Items listed on the equipment requisition will be provided by the Camp Ranger unless otherwise noted.

It is important to have an accurate arrival time listed on your application; this time determines when the Ranger will check you into camp. If your arrival time changes YOU MUST call the Ranger and notify him/her of the new time.

Before you leave camp, you must check-out with the Camp Ranger at the pre-determined time you arranged with him/her.

### **CANCELLATIONS**

Troops may cancel up to three weeks prior to the actual use date with full refund. **Any cancellations made less than 3 weeks in advance will result in loss of your entire deposit.**

### **ADDITIONAL INFORMATION**

Troops may reserve a site up to nine months in advance. Troops may not reserve the same unit (lodge, troop house, bunkhouse, etc.) within six months of first reservation.

Service Units may only reserve a council-owned camp twice a year. In addition, these two events must be held at different camps. Service Units may only reserve a site up to one year in advance.

An adult who has current Troop Camp Training certification must accompany the troop along with another adult with current First Aid and CPR certification.