



Camp Procedures

Registration

All requests to use any camp properties of Girl Scouts of Northern Illinois must be sent to the camp site coordinator at least three weeks prior to the desired date and **MUST** include the deposit or full payment. Any request with less than three weeks notice will be considered on an individual basis.

Registration forms must be accompanied by the deposit of payment in form of either a check made out to Girl Scouts of Northern Illinois (GSNI) or with a charge card. Authorization to make charges to the card is required and all information pertaining to the card must be completed and signed by the card holder.

Girl Scouts of Northern Illinois follows the guidelines of the American Camping Association and Girl Scout *Safety-Wise* checkpoints. Groups must provide their own trained and currently certified first-aider. Groups renting canoes, and/or creek hiking or fishing must provide their own trained personnel in accordance with these guidelines. Lifejackets must be worn in the water and on the dock. Please contact the outdoor program staff of Girl Scouts of Northern Illinois or the Sugar Grove Service Center if you are unfamiliar with these requirements.

Reservation Timeline:

July 1 reservations will be taken for:

- October
- November
- December
- January

November 1 reservations will be taken for:

- February
- March
- April
- May

March 1 reservations will be taken for:

- June
- July
- August
- September

Confirmations

Before sending in your rental request and deposit/payment, please check availability by calling the camp site coordinator at 815-962-5521, Ext. 7162 or e-mailing tmassolle@girlscoutsni.org.

DEPOSIT: A \$50 deposit is required with all rental requests. The deposit WILL be cashed. Once the ranger has confirmed everything was in good condition when you left, a check will be issued back to you.

Confirmation packets will be sent once the request form and deposit have been received.

- Specific Rules & Regulations for the camp you will attend
- Troop Camp Report – to be returned within 48 hours of trip to receive your deposit back
- Facility Check list
- Camp Map

Camps Dean, Far Horizons, Mary Ann Beebe Center and Chapman Hills:

You **MUST** call the ranger to confirm your arrival time—contact info is at the end of this document.

Refunds

Cancellations with less than two weeks notice or no shows are ineligible for a refund.

If you reschedule with less than two weeks notice, the fee will need to be paid again.

A full refund will be given if the ranger needs to close camp for emergency or safety issues. The ranger will contact you if this is the case.

General Safety Rules and Regulations

Groups should arrive together and check in immediately.

Camps Dean, Far Horizons, Mary Ann Beebe Center and Chapman Hills

TWO adults, one of whom is over 21, must be present in order to check in.

Camp Dean—proceed through the gate, **closing it behind you**, to the Foxes Den (log cabin which faces the main parking lot) to check in with the site monitor.

Camp Far Horizons—Meet at area designated by the ranger during your confirmation call.

Mary Ann Beebe Center—Meet the ranger in the main parking lot.

Chapman Hills—Meet the ranger in the main parking lot.

The ranger/site monitor must have a list of all those at camp. The list needs to include name, address, phone and age of anyone under 18. A form is provided in the confirmation packet.

Please be prompt. The ranger is expecting you to check in and out at the times you requested/confirmed with him.

A minimum of two adults per group must be present at all times.

Camp Dean—An adult, 21 years or older, either certified in Small Craft Safety or as a Lifeguard with boating experience is required to be present for all boating activities. Lifejackets must be worn in the water and on the dock. Additional lifeguards are highly recommended. See *Safety-Wise* boating and canoeing check points for further information and ratios.

Groups are responsible for providing all first aid, emergency care, and emergency transportation. There are emergency evacuation plans and maps posted at each site. *Camp Dean*—You will be given a two-way radio to use to communicate with the Ranger/Site Monitor during your stay.

Fires must be attended at all times, with an adult within 10 to 15 feet of the fire scar with the fire is burning. Please restock wood boxes/fire scar area with wood from the woodpiles.

Groups who do not follow the camp guidelines or verbal instructions of the ranger/site monitor will be asked to leave the premises and will forfeit ALL deposits and/or fees paid.

Prohibited on Camp Properties of Girl Scouts of Northern Illinois

- Alcohol
- Firearms, ammunition, air rifles, or other weapons
- Pets
- Smoking—use designated area and dispose of cigarette butts properly
- Digging
- Transporting people in the bed of a pick-up truck
- Cooking in building fireplaces or summer kitchens
- Disposal of sanitary supplies in toilets or latrines
- Rearranging beds in buildings or tent units
- Removing sleeping mats from buildings or tent units

Chapman Hills
Ranger Harry Hill
East Troy, WI
847-741-5521, Ext. 7193

Camp Far Horizons
Ranger Dustin McLane
Hanover, IL
815-235-8777, Ext. 7194

Camp McCormick
Ranger Dennis Massolle
Stillman Valley, IL
815-962-5591, Ext. 7195

Camp Dean
Ranger Larry Bumbar
Big Rock, IL
630-897-1565, Ext. 7190

Mary Ann Beebe Center
Ranger Terry Schmidt
Harvard, IL
847-741-5521, Ext. 7191

Camp Pokonokah Hills
Ranger Dan Brion
New Auburn, WI
847-741-5521, Ext. 7192