



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 Girl Scout Activity Checkpoints/*Safety-Wise* and/or American Camping Association. 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 program staff of Girl Scouts of Northern Illinois or the Sugar Grove Service Center if you are unfamiliar with these requirements.

Service Unit Events

Any Service Unit Events renting 3 or more sites at a property may submit a reservation at ANY time and is subject to approval by the Camp Site Coordinator. Deposit for any Service Unit Event is \$150. This is a refundable deposit that will be returned after the event. This does NOT go towards the site fees.

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 815-962-5591, Ext. 7132 or e-mailing sitecoordinator@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.

- Confirmation letter
- Troop Roster
- General Safety Rules & Regulations
- Camp Map