



Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas Property Usage Guidelines and Procedures

www.girlscoutsdiamonds.org

Arrival and Departure: Please be certain to include your expected arrival time and departure time when you send final payment.

For properties with an on-site manager: Notify him/her directly if your arrival time changes and immediately when you arrive. Fill in the check-in sheet from your confirmation packet upon arrival to the property and turn it in. Since you are responsible for any damage to the facility, you need to carefully note facility condition at check in. On your first day, schedule a checkout time with the Site Manager. The Site Manager needs to check your site immediately before your departure. Complete the checkout form you received in your packet. Record needed repairs and equipment. Give the checkout form to the Site Manager before you leave. Allow enough time to clean up.

For properties without and on-site manager: Fill in the check-in sheet from your confirmation packet upon arrival to the property. Since you are responsible for any damage to the facility, you need to carefully note facility condition at check in. When you are ready to depart complete all checkout tasks and fill out the checkout form. You will need to return all paperwork directly to the Property Reservation Staff Member. Please be extremely conscientious of cleaning up after your group since there will not be someone available to check you out.

Supervision: A minimum of two unrelated adults shall be present at all times. The necessary ratio of adults to children is as follows:

	<u>Campers</u>	<u>Ages</u>
One adult to every:	6	6-8
	8	9-14
	9	15-17

Men Camping With All-girl (Girl Scout) Groups/Mixed Gender Non-Family Camping: Parents of Girl Scouts/minors shall be informed as to which adults will be going on the trip. Separate sleeping facilities shall be planned. Separate facilities could be in the form of a separate room in one of the lodges, separate tents or cabins, etc. Separate bathroom facilities shall be planned. If separate facilities are not possible, common sense shall be utilized in use of bathroom facilities by either a signal system or other appropriate means. Both females and males shall respect the other's need for privacy. Male and female group leaders shall work in partnership to determine appropriate living boundaries.

Health and Safety:

- o Your troop/group shall provide a currently certified adult First Aider and an adult certified in CPR to be present at all times during property use.
- o The troop/group using Camp is responsible for providing initial first aid, emergency care, and emergency transportation.

- All groups are responsible for supplying and carrying their first aid kit. The first aid kit shall go where the group goes.
- See the Use of Swimming Pool & Canoes for certification requirements for aquatic activities.
- Non- Girl Scout Groups using Property need to have a screening policy for paid and volunteer staff that could have unsupervised access to children.

Insurance: Non-Girl Scout groups using Girl Scout facilities shall show proof of liability insurance. A copy of the insurance certificate shall be submitted with your reservation paperwork.

Automobiles: Drive your vehicle only on the main roads and park in designated areas. Some roads are not safe for automobiles. At least one passenger vehicle shall remain on the property for emergencies. During the muddy season, if the roads are not usable, either the Site Manager will help you haul equipment or you will be given instructions on how to proceed. Follow all posted transit signs.

Incidents Requiring Medical Attention or Law Enforcement Involvement: Any health related incident on the property requiring more advanced medical care than the First Aider can provide shall be reported immediately to the Site Manager AND to Girl Scouts - Diamonds Emergency number 1-800-489-0457. Any incidents resulting in the involvement of local law enforcement shall be reported ASAP to the Site Manger AND to the Girl Scouts – Diamonds Emergency Number above.

Fire/Carbon Monoxide Alarms/Detectors: Some buildings have fire or carbon monoxide detectors and alarms that sound when there is a fire or gas leak. If an alarm goes off at any time (regardless of whether or not there is a fire or you smell gas), take appropriate emergency actions and notify the Site Manger immediately. If there is not an on-site manager please call the Girl Scouts – Diamonds AOT emergency number 1-800-489-0457. Become familiar with the systems in your building.

Fire Extinguishers: Fire extinguishers are located throughout the property. Identify the extinguisher closest to your group's location and read the directions for use found on the extinguisher. If an extinguisher is used, notify the Site Manager or include the information on your check out sheet so it can be replenished.

Emergency Procedures: All persons need to be aware of what to do in case of severe weather, fire and power outage. Please refer to the **Emergency Procedures** supplement for more information.

Fire/Emergency Weather Drill and Rules Orientation: Soon after your group arrives, have a fire drill and an emergency weather drill and review all emergency procedures and property rules. Make special note of rules related to areas your group can and cannot go, behavior expectations, and natural and physical hazards.

Beds and Mattresses: Beds and mattresses shall not be moved between buildings or units.

Off Limits: Some rooms and buildings are used for resident camp or council storage. Stay out of any locked areas. When hiking around camp ask permission before entering areas being used by other groups.

Behavior Expectations: See **Camper Code of Conduct** supplement.

Natural and Physical Hazards: Troops/groups shall be aware of and ready to prevent, treat, and alert emergency services for the following list of potential natural and physical hazards on the property: Poisonous snakes, spiders, or plants; wild animals; stinging insects; heat; electrical storms; rocks and uneven ground; cliffs and drop-offs; pool, lake, river or ponds; mowers and power tools (supervised, unsupervised, or locked); pool shed; well house; equipment sheds; electrical lines; kitchens and heaters.

Telephones: There are phones located in various locations for emergency use only. All long distance calls shall be made collect or by credit card or calling card. Camp DOES have 9-1-1 capabilities. Local emergency numbers are posted by the telephones.

Behavior/Damage/Vandalism: All behavior of the group is the responsibility of the troop/group leader. Groups will be held responsible for any damage to the property or equipment beyond that occurring in normal usage. Groups are responsible for any damage not noted on the check-in report completed upon their arrival. Carving or writing on any cabin, tent, building, table, tree or other surface is considered vandalism and will not be tolerated. A site shall always be left as it was found, or cleaner. Report any damage, vandalism, or maintenance needs to the Site Manager.

Adult Smoking: Girl Scout volunteers are not to smoke in the presence of minors. Smoking is allowed only in designated areas. Please check with the site manager to determine the location of a site's designated smoking area. Please do not leave your butts on the ground. As a courtesy to other guests, please do not smoke near nonsmokers.

Alcohol and Drugs: No marijuana, narcotics or drugs not prescribed by a physician shall be brought onto any campsite operated by the Girl Scouts – Diamonds of AOT. Groups violating this policy will be asked to leave. Girl Scout groups shall follow all Safety-Wise policies with regard to alcohol and drugs.

Alcohol may not be consumed in the presence of minors unless written permission is obtained from his/her parent or legal guardian. Rental groups who intend to provide alcohol to its adult participants may do so only if the following provisions are made: 1. A licensed bartender distributes all alcoholic beverages 2. No less than two off duty police officers are hired for the entire duration of your event. 3. All minors on the property have direct parent/guardian supervision.

A group planning to have alcohol on a property with multiple facilities for rent or use will be required to rent the entire facility.

Weapons/Fireworks: No unauthorized weapons, firearms, ammunition, or fireworks allowed.

Animals and Pets: Keep building doors closed to prevent animals from entering buildings. Keep area clean and food stored properly. If tenting, keep food and scented toiletries in tightly closed containers or in a vehicle.

No pets allowed. Service animals and animals used in conjunction with programs are allowed.

Food: Food, including snacks, candy and beverages, is not allowed in any tent or sleeping cabin.

Garbage: Please do not litter. Use plastic garbage bags in proper containers with lids. Unless told otherwise, please plan to take your garbage to the dumpster at the camp entrance.

Cleaning/Expendable Supplies: Toilet paper and cleaning solutions will be provided on site. Users are responsible for providing paper towels, rubber gloves, sponges, cleaning rags, hand and dish soap. We recommend you have participants bring along hand towels for morning and evening toilette. Please follow all posted guidelines for cleaning and sanitizing facilities.

Food Handling/Kitchens: Use only clean and sanitized utensils and equipment during food preparation. Counters, cutting boards, knives and any other food preparation surface shall be sanitized with a bleach solution or other commercial sanitizer after each use.

- ❖ For mechanical dishwashers
 - Wash water is at least 100 degrees F.
 - Rinse water is at least 180 degrees F verified by written documentation while in use, or an approved chemical sanitizer is used as directed.
 - Always allow dishes to air dry.

- ❖ For dishes and foodservice utensils washed by hand
 - Wash and initial rinse temperatures are at least 100 degrees F.
 - Second rinse process is used with an approved chemical sanitizer.
 - Always allow dishes to air dry.

Perishable food items shall be kept colder than 40 degrees by the use of refrigeration or coolers. Ice is available from the ice machine in the dining hall unless otherwise specified by the Site Manager. Eat hot foods while hot – remember that food left out can spoil quickly.

When using refrigerators on the property, check the thermometers daily. Temperatures shall ALWAYS be below 40 degrees. If a higher temperature is read, notify the Site Manager immediately.

Heaters: During the winter months, heat in the buildings is set at 55 degrees when not in use and 65 when in use. Please bring adequate clothing and bedding.

General Facility Procedures:

- ❖ If available, turn on kitchen fans when cooking.
- ❖ Do not move beds, tables, dishes, cookware, etc. from buildings or tents.
- ❖ Please take all crafts and display items with you when you leave.
- ❖ Camping is a good time to be away from modern distractions. You may want to suggest to your group that blow dryers, radios, etc. are left at home.

Fireplaces: Unless a sign indicates otherwise, you may use the fireplaces on property. Please DO NOT clean out the ashes. Follow all Safety Wise Procedures. If firewood is supplied please use. You may collect downed wood from the property, but you may not cut down standing trees for wood.

Lakes/Ponds/Rivers: No wading or swimming is permitted at any time. No child or adult is allowed on the docks unless there is a certified lifeguard available. All participants on the dock shall be wearing a properly fitted PFD (life jacket). All camp rules shall be followed including having properly certified lifeguards. If you have a lifeguard on duty from a nationally certified agency, their certification shall be in the council office one week before your group is at camp.

Campfires:

- ❖ Use only established fire circles.
- ❖ Each fire circle shall have one water-filled bucket and a shovel or rake.
- ❖ Do not leave a fire unattended.
- ❖ Be sure the fire is completely out before leaving it.

Portable Cookstoves: Portable cookstoves may be used on property. Choose a stove that uses one of the following fuels: butane, propane, kerosene, ethyl alcohol or sterno. Gasoline, white gas, etc. may not be used. Instructions on the safe use of the stove and its fuel shall be provided for all persons using the stove. Portable cookstoves shall NEVER be used inside a tent or indoors. The site chosen for the cookstove shall be cleared of flammable materials. The fire bowls are the recommended site. Girl Scouts shall follow all safety precautions as listed in Safety-Wise and have an adult with the proper outdoor training to operate the cookstove.

Showers: Each group using the shower facility is responsible for cleaning after use. The Site Manger will discuss specifics for use and cleaning.

Personal Sports Equipment: Troops/Groups may use appropriate personal sports equipment at council properties. Use shall be limited to the equipment's intended purpose and for the recommended age group. No specialized equipment shall be used without prior training.

Sports Equipment, Books, and Board Games: Some properties provide basic sports equipment (balls, Frisbees, etc), books, and/or board games for use. You are welcome to gently use these items, returning them to the place they were found when finished. Please follow posted guidelines for use and care. Report any unsafe or damaged equipment to the Site Manager, and please note that items labeled "resident camp only" are not available for use.



CAMPER CODE OF CONDUCT

All Girl Scout Programs operate under the mission of GSUSA, the Girl Scout Law and the Girl Scout Promise listed below.

Girl Scout Mission

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

The Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,

and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

6 Basic Behaviors

1. I will try to be sensitive to and respect others.
2. I will be responsible for my personal belongings.
3. I will respect camp property & others' personal property.
4. I will follow all safety rules.
5. I will do my share of the daily kapers (chores).
6. I understand that the use of or possession of tobacco, alcohol, or illegal drugs will not be tolerated.