



## **Appendix: Property Guide**

# **Volunteer Essentials 2011**



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# Welcome to Citrus Council Properties

Girl Scouts of Citrus Council is so glad you have chosen to stay at one of YOUR camps!

Whether staying in a platform tent, one of the cabins or in the bunkhouse, we want you to feel like you can take some ownership. This is YOUR place to camp, have a troop meeting, or just have some great Girl Scout fun!

Please take a few minutes to read through this very important information regarding policies and procedures. Following these rules will ensure you and your troop will have a safe and rewarding experience.

You will also find tons of information about our program centers to make the very best of your time at camp!

Whether you're planning to visit the majestic Mah-Kah-Wee Program Center, the cozy Celia Lane Little House, the Eustis Girl Scout House, the magnificent Melbourne Scout House, the Pine Castle Girl Scout House or the royal Riverpoint Program Center, read up, then head out and make some Girl Scout memories!

# Council Guidelines for all Properties

The use of Girl Scout council properties is regulated by governmental agencies, including local fire and county health departments. Some of the following site use regulations keep the council in compliance with their direction; others are necessary for the health and safety of those using the property. We also comply with the Safety Activity Checkpoints set forth by Girl Scouts of the USA (GSUSA) as well as all American Camp Association (ACA) standards. Please take a few minutes to read through this very important information to ensure the safety of the girls and the preservation of the property.



**SITE RESERVATION:** All reservations are reviewed and confirmed on a first come, first serve basis. Availability of property and site locations will vary based on the schedule that will be available online. Please refer to the reservation guidelines in this Property Guide.

**ROLE OF THE RANGER:** The site ranger is employed by the council to protect campers and others using the site and to take care of the property. The ranger is there to help troops and others enjoy the site and have a good experience, and is charged with the responsibility of enforcing regulations governing the site and has the authority to ask those in violation to leave the premises. Troops using the site need to know and follow the regulations and to check with the site ranger if there are questions. Upon arrival, each troop will be provided with a walkie-talkie that enables them to contact the ranger at any time.

**CHECK-IN:** The check-in time for troops camping overnight is between 4 p.m. and 7 p.m. Check in will begin at the trailer pavilion where someone designated from your troop or group will direct you. Remember to bring the “**Property Reminders Memo**” with all the appropriate areas initialed and signed and submit to the site ranger upon arrival.

**GATES:** The gates to the property are always closed. However, they will be locked at 9 p.m. and remain locked until 7 a.m. (except in an emergency situation). Gates will remain closed at all other times.

**PARKING:** All vehicles must be parked in designated parking lots. Everyone must drop off their luggage at the luggage pavilion to be transported down to the units. Individual vehicles are not permitted to drive down to the units to unload or drop off passengers. For overnight camping only one emergency vehicle is permitted per group reservation at each site. This vehicle must stay at the unit and is to be used for emergencies only, not to transport girls and adults throughout the weekend.

**GOLF CARTS:** Are available for use, at Mah-Kah-Wee by adults, 18 years and older to transport adults and girls who have special needs while on property. They are not to be used for regular travel. No more than 4 persons are allowed on the golf cart at any given time, no matter how small. Golf carts must be checked out from the site ranger prior to use, and must be charged nightly. Golf carts are allowed on the road or designated trails only. Never ride on Fire Trails or wooden board walks. Be aware that there are girls and adults on the trails and you should always be aware of your surroundings. Golf carts should always be handled with care.

**MEN ACCOMPANYING TROOPS:** Men may accompany troops on overnight trips providing they are there to help with troop activities. This needs to be indicated when you make your reservation and give your final numbers. Arrangements for sleeping and bathroom facilities will be coordinated with the site ranger. At Mah-Kah-Wee, men must sleep in a separate tent/cabin from the girls. At Celia Lane, men may sleep on the screened porch. At Riverpoint, men may sleep downstairs if all girls are sleeping upstairs. These rules are in place to ensure that all girls feel comfortable.

**SHARING A UNIT:** On some occasions troops will be sharing a unit or the lodge so that we can serve more girls. If you are sharing an area, you will need to coordinate the shared space prior to your arrival. Please keep in mind there is only one unit house with one refrigerator. If you choose to share a unit, your information will be exchanged with the other contact person for the troop so you can correspond ahead of time.

**PETS or FIREARMS:** are not permitted on Citrus Council properties.

**ALCOHOLIC BEVERAGES and ILLEGAL DRUGS:** Are not permitted on Citrus Council properties. If you are found in possession or using these items you will be asked to leave immediately and may lose the right to attend future events or activities.

**SMOKING:** Smoking is only allowed in areas designated by the site ranger and should never be done in the presence of girls.

**DOCKS & WATERFRONT:** Children are not allowed near the water without adult supervision and appropriate water safety staff.

**COOKING:** Cooking should be done primarily with charcoal, but can also be done using other approved methods that adults have been trained in, during their GSC Outdoor Training. **Liquid fire starters are prohibited** on **ALL** properties and should not be used. Please bring an ample supply of approved fire starters to use for your group. All used charcoal and ashes are to be disposed of in an **ash can**, not buried. Wood fires are not to be built on the charcoal grills or the unit house grills. Pit cooking may be done at designated locations. The site ranger will determine the spot and provide shovels and/or rakes.

**FIREWOOD:** Firewood is provided at all units and will be refilled upon request. Cooking in the fireplace is not allowed. Open fires may only be built in the designated fire rings.

**FIRE STARTERS:** **Liquid fire starters are not permitted nor match lite type charcoal.** Only appropriate fire starters are allowed. Please refer to your Outdoor Skills Qualified person for more information. Fire Starters are **Not** provided.

**DISHWASHING:** Outdoor sinks may **Not** be used for dishwashing, as they will become clogged. Buckets are provided in each unit at Mah-Kah-Wee and at each property for dishwashing.

**PATROL BOXES:** Patrol boxes are available upon request. Each box has a limited supply of essential equipment. Please be sure all items and boxes are washed and completely dried prior to putting away. Please feel free to bring your own equipment as the items provided are minimal.

**ELECTRICAL APPLIANCES:** Coffee pots, filters, and urns are provided in each unit; **NO** additional electrical appliances are allowed. You will need to provide your own coffee and supplies.

**FIRST AID:** When troop camping, each unit will need to bring their own First Aid Kit and have a Certified First Aider present. During camporees or large events, where a nurse is required and the infirmary is being rented, First Aid Supplies will be provided at Mah-Kah-Wee.

**ENVIRONMENTAL AWARENESS:** In order to preserve the sites, paths must not be raked or swept and the flowers must not be picked. The ground cover (pine cones and needles, deer moss, twigs, branches, etc.) may only be removed from areas designated by the site ranger. Please practice "Leave No Trace" principles when visiting any of our properties.

**QUIET TIME:** Quiet time must be observed between the hours of 11 p.m. and 7 a.m.

**APPROPRIATE FOOTWEAR:** Whenever you are walking on any GSC property you **MUST** be wearing closed toed and closed heel shoes at all times. Whenever you are participating in waterfront activities you **MUST** wear closed toed and closed heel water shoes or old sneakers. Crocs and Croc like footwear are not permitted.

**CLEAN-UP:** The site should be left cleaner than it was found. Trash bags, toilet brushes, brooms and toilet paper are provided. Hand soap and paper towels are also provided at the sinks in the bathrooms. Troops **MUST** provide their own cleaning supplies including: bleach, scouring powder, disinfectant, dish soap, wiping towels, paper products and gloves. Clean up and check-out procedures will be given at check in and are to be completed before departure time.

**CHECK-OUT:** Troops **must depart no later than noon.** All areas must be checked out using the designated check out sheet for that unit. Everyone should remain in the unit until the site ranger has checked you out.

# Mah-Kah-Wee Program Center

## SITE RANGERS:

Doug Marshall—407-399-4525  
[dmarshall@citrus-gs.org](mailto:dmarshall@citrus-gs.org)

Mike Rivera—407-285-3563  
[mrivera@citrus-gs.org](mailto:mrivera@citrus-gs.org)



## Overview

Mah-Kah-Wee Program Center is a 250 acre site located in Chuluota, just east of Orlando in Seminole county. Purchased in 1970, Mah-Kah-Wee, which means Earth Maiden, received its name as a result of a troop contest and was dedicated on March 7, 1971. Mah-Kah-Wee presently serves more than 4,000 girls and adults each year!

## Availability

Mah-Kah-Wee is available for troop camping, camporees and various day activities and events by reservation from the 3<sup>rd</sup> week of August through the 2<sup>nd</sup> week of May. Troops can request troop camping 3 months out, and camporees may submit requests nine (9) months out. In the summer, Mah-Kah-Wee is home to our Resident Camp program. Mah-Kah-Wee recognizes the same holiday schedule as the Council Service Center.

## Unit Accommodations

Each unit has multiple grills, picnic tables inside and outside, toilets, hot showers, refrigerator, 40 cup coffee urn and a standard coffee pot. Igloo drink coolers will be provided with ice water at each unit and an igloo will be available upon request for drinks. Patrol boxes are provided upon request at no additional cost. Guests are responsible for providing their own food, drinks, paper goods, cleaning supplies, charcoal and non-combustible fire starters.

- All groups must have the required ratio of Outdoor Skill qualified adult based on a 1 per 30 participant ratio.
- Additional electrical appliances are not permitted at any time in the units.
- Please remember that there are no tagalongs allowed at events. Tagalongs are siblings, infants, friends, family members and other Girl Scouts that are not in the troop or appropriate grade level for the event.

## Tichochee Lodge

The lodge may be used for meals, activities or for special events. The maximum capacity is 200 people at one time. For information about our kitchen service and available meal menus, please contact Theresa Rivera, [trivera@citrus-gs.org](mailto:trivera@citrus-gs.org) or call 407-228-1662.

## East Side of the Lake

**RACCOON RUN:** Has 10 tents that sleep 4 people per tent with cots that have mosquito nets. The Unit House has an inside grill for charcoal cooking only. There are additional outside grills with picnic tables for cooking.

**SKEETER HOLLOW:** Has 10 tents that sleep 4 people per tent with cots that have mosquito nets. There is also a bunk house that sleeps a maximum of 16 people and a common area, with air conditioning only (no heat). Both the bunkhouse and 5 tents are wheelchair accessible. The unit shelter only has outside cooking grills.

**SHADY PINES:** Has a total of 7 cabins that sleep 8 girls per cabin. There are ceiling fans and lights in each cabin. The cabins all have window units for air conditioning and heat and there is a wheelchair accessible cabin. The Unit House has an inside grill for charcoal cooking only. There are additional outside grills with picnic tables for cooking.

## West Side of the Lake

**SHADY OAKS:** Has 8 tents that sleep 4 people per tent with cots that have mosquito nets. The Unit House has an inside grill for charcoal cooking only. There are additional outside grills with picnic tables for cooking.

**TURKEY RUN:** Has 10 tents that sleep 4 people per tent with cots that have mosquito nets. The Unit House has an inside grill for charcoal cooking only. There are additional outside grills with picnic tables for cooking.

**EAGLES ROOST:** Has a total of 5 cabins that sleep 8 girls per cabin. There are ceiling fans and lights in each cabin. The cabins all have window units for air conditioning and heat and there is a wheelchair accessible cabin. The Unit House has an inside grill for charcoal cooking only. There are additional outside grills with picnic tables for cooking. The entire unit is wheelchair accessible including paved walkways.

## Day Site Pavilion

The Day Pavilion is located in between the west side and east side properties. Facilities include grills and picnic tables under a shelter. Water, bathrooms and hot showers are located nearby. The maximum capacity for the pavilion is 80 people per day. There is also a fire ring for evening program at the Day Site. The Day Site Field is also available for tent camping. (Tents are not provided.)

## Eco-Center

The Eco-Center has a large (non air-conditioned) room with benches and a lighted stage which can be used for large group activities, songs, skits etc. The site includes grills, picnic tables, bathrooms and a refrigerator. This area is wheelchair accessible. The Eco-Center also has an air conditioned lab for environmental activities, including Amanda the Armadillo. The lab is to be used for these activities **only** and can support 12-15 participants at a time.

## Staff House

The staff house may be reserved for meetings or troop use. Sleeping accommodations are available for 12 people (on cots) in 3 bedrooms. Other amenities include bathrooms with hot showers, full kitchen, living room, back porch, air conditioning and heat. The maximum day capacity is 24 and the maximum overnight capacity is 12.

## Creative Cottage

The Creative Cottage is a large enclosed air conditioned building with a screened porch on one end. There are picnic tables, water fountain and a restroom inside; tables and chairs are on the porch. It is located on the east side of the lake near Raccoon Run. Troops must bring their own supplies, however there is a limited supply of general craft materials that are available upon request. Maximum number of participants at one time is a total of 60 people (40 people inside and 20 people in the porch.)

## Outdoor Activities at Mah-Kah-Wee

All activities are available for weekend and day events by filling out the Property Request form. Most activities require a certified instructor. These activities will **be scheduled through the Outdoor Program Department**. All other activities that are Self-Led, will be assigned a time frame from the Outdoor Program Department for you to lead your groups. Please keep in mind the minimum and maximum participants for each group when planning your events. Please see the fee schedule for more information regarding each activity. You will be contacted by someone from the Outdoor Program Department to coordinate your activities. Please do not pre-arrange a schedule, prior to being contacted.

**ARCHERY:** Archery is available for Girl Scout Brownies and above. The maximum number of girl participants per each 2 hour session is 20. During their session they will learn safety and basic archery skills and commands.

**SMALL WATERCRAFT:** Funoes are available for our Girl Scout Daisies and Brownies. Canoes, are available for Brownies and above. Kayaks and Sailing are available for all Girl Scout Juniors and up. Lifeguards and instructors are available for all watercraft activities. All watercraft sessions will be scheduled for 2 hours. Personal Flotation Devices (PFDs) are provided and must be worn by everyone that will be participating, including adults.

**POOL:** Our pool is available year round (weather permitting). All (non adult) participants must take a swim test prior to entering the pool; once they are evaluated they will be assigned a specific swim cap color based on their swimming ability. Swim caps will be provided by the lifeguard, please do not bring outside caps in. Adults are not required to wear swim caps, however anyone that has shoulder length or longer hair needs to be securely tied back, while in the pool. PFD's are available for all beginning and/or non swimmers. Our pool ranges from 3 feet to 5 feet. All pool sessions will be scheduled for 2 hours with no more than 50 participants. Please remember that each group will need to provide the designated watchers for their groups and they must watch from outside of the pool.

**CHALLENGE COURSE:** The Challenge Course is an adventure recreation program, which offers participants the opportunity to engage in a series of activities involving mental, physical and emotional risk-taking. It consists of problem-solving activities, games, initiatives, and a series of ropes, cables, and logs used to simulate challenges.

**GEOCACHING:** Uses orienteering skills and GPS (global positioning system) units. Directions are included with each kit as well as the coordinates at MKW. There are currently 3 GPS units available. Each session is for 8-10 participants for 3 hours. Supply boxes will be available from ranger at check-in.

**COMPASS COURSE:** Use basic orienteering skills when participating in our newly renovated compass course. Teach basic skills and learn new ones. Kits are available for 12-15 participants for 3 hours sessions.

**FISHING:** Fishing is permitted year round. Cane poles are provided if reserved; troops must provide their own fishing tackle and bait. An adult watcher that has Basic Water Safety training or equivalent is required to be present with girls while fishing on either shoreline or dock. Any fish that may be caught, must be released as we are a catch and release location.

**MAILBOX TRAILS:** The Mah-Kah-Wee Mailbox Trails are a unique outdoor educational opportunity. Consisting of four different trails with four to six activities each, the mailbox trails are a great way to get familiar with the camp grounds and learn about environmental science. Each mailbox includes instruction and materials for a self-led activity, great for groups of 8 to 10 participants. Completion time for each trail varies based on: age of the group, size of the group, weather and location of the trail. Please allow at least 1-2 hours per trail. Usually, girls complete only 1 trail during their visit, giving them the opportunity to come again for either a day outing or another overnight. Challenge yourself to complete all four trails and see what you can learn! To earn the mailbox trail patch girls need to complete only one of the trails. Patches can be purchased through the council shop.

**SPORTS EQUIPMENT:** A variety of equipment is available, including various balls, jump ropes, horse shoes, paddles, relay sticks, bats, bases, gloves, facemasks, badminton net and rackets, parachutes, tennis rackets and more! Please request access to the sports shed when registering.

**AMANDA THE ARMADILLO:** The Eco-Center is also home to the air conditioned lab where Amanda the Armadillo patch activities are housed as well as other environmental activities. 12-15 girls per 2 hour session can complete activities at the Eco-Center to earn the Amanda the Armadillo environmental patch. The Amanda the Armadillo patch book is available through your Service Unit, or you may pick one up at the Council Service Center or online at

[www.citrus-gs.org](http://www.citrus-gs.org). Instructions for Amanda activities are also provided at the Eco-Center. For some activities you may need to provide your own supplies. Please refer to the specific activity to see what supplies you may need to bring.

**HIKING:** Troops may hike on the designated trails at Mah-Kah-Wee Program Center. Always be sure that girls are properly protected from the elements by using bug spray, sunscreen, closed toe and heel shoes and a bandana and always have a water bottle. There are two trails that go around the property: The Blue Trail is on the West Side and the Purple Trail is on the East side.

**FLAG RETIREMENT CEREMONY:** Upon request, you can have a flag and instructions for a flag ceremony when you arrive to use at the fire ring. We have a limited supply of flags that have been donated for retirement.

**PATROL BOXES: (available by request, some supplies may vary)**

- 1 large pot or pan
- 1 small pot or pan
- 1 pitcher
- 1 set of mixing bowls
- 1 set of cooking utensils
- 1 set of measuring spoons
- 1 Measuring Cup
- 1 can opener, potato peeler and paring knife
- 1 pair of oven mitts
- 1 colander
- 1 cutting board

## Nanette McLain Challenge Course

Girl Scouts of Citrus is proud to offer both girls and adults the opportunity to use our Nanette McLain Challenge Course! The Challenge Course is located between Ticochee Lodge and the East Side units. The Challenge Course is an adventure recreation program, which offers participants the opportunity to engage in a series of activities involving mental, physical and emotional risk-taking. It consists of problem-solving activities, games, initiatives, and a series of ropes, cables, and logs used to simulate challenges.

In the Challenge Course setting, participants can explore solutions in a non-threatening manner. Participants are never forced to participate in any part of the Challenge Course. They are, however, encouraged to challenge themselves beyond what they would normally do.

A Challenge Course participant will:

- Improve group skills in communication and leadership
- Develop trust and respect for individual differences
- Develop problem-solving abilities
- Improve group cohesion and teamwork
- Create a supportive environment
- Build confidence and increase self-esteem
- Experience personal accomplishment



## Available Programs

**DAISY CHALLENGE:** (1 hour session) Our Daisy Challenge is designed to give an opportunity to our youngest grade level of Girl Scouts and have them participate in ground initiatives and games to build self esteem and trust.

**CAMPOREE SAMPLER:** (1 hour session) This session is designed for camporee groups that want to participate in a sample session on our challenge course. It is designed to give larger groups an opportunity to participate in ground initiatives as well as at least 1 low element. (Brownie grade levels and up)

**HALF-DAY PROGRAM:** (3 hours per session) This program is designed for groups to come out and experience Team building games and activities, 1-2 low elements plus 1 of the following high elements: Catwalk, Incline log or Giants ladder. This program is for Junior grade level and up

This program is also available for Brownie grade level, however they would just participate in Team building games, activities and low elements.

**FULL-DAY PROGRAM:** (6 hours session) Team building games and activities which include 2-3 ground initiatives, 2-3 low elements and at least 1 of the following high elements: monkey tails, swing by choice or rock wall with zip line. (Junior grade level and up)

**RAPPEL:** (3 hour session) Cadette grade level or higher only. All participants must have challenge course experience on the high elements. This session is based on the participants, personal challenges and goals.

Further information may be found on the Mah-Kah-Wee Program Center Troop Camping & Day Group Activity Fee Schedule.

# Celia Lane Little House

## SITE RANGERS:

Doug Marshall—407-399-4525  
[dmarshall@citrus-gs.org](mailto:dmarshall@citrus-gs.org)

Mike Rivera—407-285-3563  
[mrivera@citrus-gs.org](mailto:mrivera@citrus-gs.org)



## Overview

The Celia Lane Little House has been "home" to Girl Scouts of Citrus since 1940. It is located near downtown Orlando, a few blocks from the Council Service Center.

## Availability

The Little House is available for troop camping and various day activities and events by reservation from the 3<sup>rd</sup> week of August through the 2<sup>nd</sup> week of May. Troops can request troop camping 3 months out. In the summer, The Little House hosts our Day Camp programs. The Little House recognizes the same holiday schedule as the Council Service Center.

## Capacity

The maximum capacity is 50 people per day and a maximum capacity of 20 for overnight use. Tent camping is not permitted.

## Main Hall

The main hall is a large air-conditioned room with a fireplace, tables and chairs. Cots or mattresses are not provided; air mattresses are recommended. Cooking is not allowed in the fireplace.

## Kitchen

The kitchen has a stove, refrigerator, microwave, sink, cabinets, counter space and includes cooking equipment. Mops, brooms and garbage bags are provided. Troops must bring their own cleaning supplies for kitchen, bathroom and floors.

## Bathrooms

There are two bathrooms: one with two toilets, two sinks and one shower and one with wheelchair accessible toilet, sink and shower.

## Porch

A large screened porch with picnic tables is available. Grills are in the back yard. Behind the yard there is a small "stage" area.

## Environmental Activities

Beatrice the Butterfly materials are available and should be requested on the Property Request you submit. Service unit libraries have a copy of Beatrice the Butterfly patch activities. This book is also available through the Council Service Center or online at [www.citrus-gs.org](http://www.citrus-gs.org). Patches can be purchased in the shop when you have completed the activities.

## Mailbox Trail

A Mailbox Trail is available in the back yard. Girls may walk the Mailbox Trail and stop at each mailbox to carry out simple environmental activities. Each girl should bring a notepad, pencil and bandanna. Patches can be purchased in the shop when you have completed the activities.

## Sports Equipment

A basketball practice area, jump ropes, Frisbees and lawn games are available. Sports equipment should be returned clean and stored in the appropriate cabinet. A performance stage with benches is located outside of the back gate. Use after dusk is not recommended.

# Riverpoint Program Center

## SITE RANGER:

Mike Brennan—321-456-5797

[Mbrennan@citrus-gs.org](mailto:Mbrennan@citrus-gs.org)



## Overview

Riverpoint Program Center is a 24 acre site located on Merritt Island in Brevard County. The Alford Lodge, built before 1880, was renovated by Citrus Council in 1976. The Alford Lodge faces the Banana River (Indian River Lagoon/Intercoastal Waterway) while the west side of the property faces Sykes Creek.

## Availability

Riverpoint Program Center is available for troop camping and various day activities and events by reservation from the 3<sup>rd</sup> week of August through the 2<sup>nd</sup> week of May. Troops can request troop camping 3 months out. In the summer, Riverpoint hosts our Resident and Day Camp programs. Riverpoint recognizes the same holiday schedule as the Council Service Center.

## Capacity

The maximum capacity is 50 people per day; maximum capacity is 36 people for overnight use in the lodge.

## Alford Lodge

Alford Lodge is a two story building. Downstairs is a large main room with a fireplace, dining room with tables and chairs, kitchen, bathroom and porch. Cooking is not allowed in the fireplace. Upstairs are sleeping accommodations for 36 which include cots or bunks, and bathrooms and a large porch. The rooms vary down the hall. The largest room upstairs sleeps a maximum of 8 and is the only room with air conditioning. The remaining bedrooms have ceiling fans and windows. Riverpoint is also the home of the Norma Becker Resource Center. It is open on Thursday morning during the school year from 9 a.m. to noon. The resource center has a variety of printed resources, flags, and camping equipment available for checkout.

## Kitchen

Cooking equipment is available. The kitchen also includes a refrigerator, microwave, freezer, sink, ice machine and limited counter space.

## Supplies

Mops, brooms, toilet paper and garbage bags are provided. Troops must bring cleaning supplies for kitchen, bathroom and floors.

## Grills and Picnic Tables

There are several picnic areas, multiple grills, picnic tables and water. Multiple patrol boxes (each with cooking equipment for a patrol of 10) and buckets for dishwashing are available and should be requested on the form. **Patrol boxes may not be removed** from the site.

## Fishing

Troops may salt water fish from the dock if they have an adult with the required Basic Water Safety training or equivalent. Cane poles are provided but troops may bring their own equipment and must provide their own bait and tackle. Equipment must be cleaned and stored properly in the boat house after use.

## Small Watercraft

Funoes are available for our Girl Scout Daisies and Brownies. Canoes are available for Girl Scout Brownies and above. Sailing is available for Girl Scout Juniors and up. Lifeguards and instructors are available for all watercraft activities. All watercraft sessions are based on 2 hour sessions. Personal Flotation Devices (PFDs) are provided for everyone participating, including adults. Troops requesting boating activities will receive their scheduled times with their final confirmation paperwork.

## Archery

Archery is available for Girl Scout Brownies and above. The maximum number of girl participants per each 2 hour session is 20. During their session they will learn safety and basic archery skills and commands.

## Environmental Activities

Equipment for Minerva the Manatee activities are located in the lodge. Service unit libraries have a copy of Minerva the Manatee. This book is also available through the Council Service Center or online at [www.citrus-gs.org](http://www.citrus-gs.org). Patches can be purchased in the shop when you have completed the activities.

## Mailbox Trail

The mailbox trail at Riverpoint is located to the right as you enter the gate. Girls may walk the Mailbox Trail and stop at each mailbox to carry out simple environmental activities. Each girl should bring a notepad, pencil and bandanna. Patches can be purchased in the shop when you have completed the activities.

## Hiking

A variety of birds, such as pelicans, gulls, owls and herons may be observed while at Riverpoint Program Center. Always be sure that girls are properly protected from the elements by using bug spray, sunscreen, closed toe and heel shoes and a bandana and always have a water bottle. Hiking trails are located on the Sykes Creek side of the property.

## Sports Equipment

Some equipment is available, including volleyball and a volleyball net, Frisbees, horseshoes and stakes, hula hoops, relay sticks, nerf balls, jump ropes, lawn croquet, exercise mats, badminton rackets and birdies, ping pong paddles and balls, bats, softballs, and a tether ball. The sports equipment must be returned clean and stored in an orderly manner in the sports closet.

# Melbourne Scout House

## SITE RANGER:

Mike Brennan—321-456-5797

[Mbrennan@citrus-gs.org](mailto:Mbrennan@citrus-gs.org)



## Overview

Melbourne Scout House was donated to Citrus Council in 1940 by the Melbourne Rotary Club. Major renovations in 2006 have added to the security and comfort of the Melbourne Scout House.

## Availability

The Melbourne Scout House is available for troop camping and various day activities and events by reservation from the 3<sup>rd</sup> week of August through the 2<sup>nd</sup> week of May. Troops can request troop camping 3 months out. The Melbourne Scout House recognizes the same holiday hours and schedule as the Council Service Center.

## Capacity

The maximum capacity is 40 people; the maximum capacity for overnight use is 20 people. Cots or mattresses are not provided; air mattresses are recommended. Tent camping is not permitted.

## Main Hall

The main hall is a large room with tables and chairs.

## Kitchen

The kitchen has a stove, refrigerator, sink, cabinets, limited counter space and cooking equipment. Mops, brooms and garbage bags are provided.

## Bathrooms

There are two bathrooms, each with a toilet and sink. Showers are not available.

## Supplies

Mops, brooms, toilet paper and garbage bags are provided. Troops must bring cleaning supplies for kitchen, bathroom and floors.

## Grills and Picnic Tables

Grills are not provided in the park; a portable grill and patrol equipment are available. There is a large screened porch with a picnic table.

## Fishing

Troops may fish from the park's pier with an adult present that has the required Basic Water Safety training or equivalent. Cane poles are provided but troops need to bring their own tackle and must provide their own bait.

## Environmental Activities

Eleanor the Egret equipment is available. It should be requested when you submit your Property Request. Service unit libraries have copies of Eleanor the Egret. This book is also available through the Council Service Center or online at [www.citrus-gs.org](http://www.citrus-gs.org). Patches can be purchased in the shop when you have completed the activities.

## Mailbox Trail

A Mailbox Trail is located on the back porch of the Melbourne Scout House. Girls may walk the Mailbox Trail and stop at each mailbox to carry out simple environmental activities. Each girl should bring a note pad, pencil and bandanna. Patches can be purchased in the shop when you have completed the activities.

## Sports Equipment

Some sports equipment is available, including jump ropes, Frisbees, badminton, lawn games, softballs and bats. All equipment should be returned clean and stored in the appropriate cabinets.

# Pine Castle Girl Scout House

## **SITE RANGERS:**

Doug Marshall—407-399-4525  
[dmarshall@citrus-gs.org](mailto:dmarshall@citrus-gs.org)

Mike Rivera—407-285-3563  
[mrivera@citrus-gs.org](mailto:mrivera@citrus-gs.org)



## **Reservations**

Reservations **for this site only** are done by contacting Ann Spivey at 407-383-6239. If you would like to view the availability for this location please click on this link:

<http://calendar.yahoo.com/troop2053/35e1d047daa5a5058b29d0b862460d73?od=131>

## **Availability**

The Pine Castle Girl Scout House is available for troop camping and meetings year round and recognizes the same holiday hours and schedule as the Council Service Center.

## **Capacity**

The maximum capacity is 50 people; the maximum capacity for overnight use is 20 people. Cots or mattresses are not provided; air mattresses are recommended. Tent camping is not permitted.

## **Lodge**

There are two indoor rooms which have tables, chairs and picnic tables.

## **Kitchen**

The kitchen has a stove, refrigerator, sink, cabinets, limited counter space and cooking equipment. Mops, brooms and garbage bags are provided. Troops must bring cleaning supplies for kitchen, bathroom and floors.

## **Bathrooms**

There are two bathrooms. Showers are not available.

## **Grills and Picnic Tables**

There is one grill and picnic tables available.

# Eustis Girl Scout House

## SITE RANGERS:

Doug Marshall—407-399-4525

[dmarshall@citrus-gs.org](mailto:dmarshall@citrus-gs.org)

Mike Rivera—407-285-3563

[mrivera@citrus-gs.org](mailto:mrivera@citrus-gs.org)



## Reservations

Reservations **for this site only** are done by contacting, Melinda Redd at 407-443-6663 or email [godgirl1013@comcast.net](mailto:godgirl1013@comcast.net).

## Availability

The Eustis Girl Scout House is available for girl and adult meetings year round and recognizes the same holiday hours and schedule as the Council Service Center.

## Capacity

The maximum capacity is 49 people for day use only.

## Facility

The quaint one room house has one bath, one shower and a full kitchen, including microwave. The house sits adjacent to Sunset Park in Eustis. The park has covered picnic table, playground, basketball court and plenty of green space for activities.

# Council Service Center

## SITE RANGERS:

Doug Marshall—407-399-4525  
[dmarshall@citrus-gs.org](mailto:dmarshall@citrus-gs.org)

Mike Rivera—407-285-3563  
[mrivera@citrus-gs.org](mailto:mrivera@citrus-gs.org)



## Overview

Citrus Council's Service Center is located in beautiful downtown Orlando, convenient to both Interstate 4 and the East-West Expressway (408).

The Council Service Center houses the Council Shop on the first floor, and administrative offices on the second and third floors.

Girls and volunteers are welcome to stop by the Council Service Center Monday, Wednesday and Thursday, 9 a.m. – 6 p.m. and Tuesday 9 a.m. – 7 p.m.

## Self-Guided Tours

Visit the Council Service Center and take a self-guided tour for your troop to learn about our Archive displays. The displays are changed regularly depending on the season of the year – camp time, recruitment, fall products, cookies, International Thinking Day, etc. The tour will take approximately one hour and is best done with a group of six to eight girls. There is no fee for the tours. If you would like to schedule a tour, please contact Sherry McMaster at [smcmaster@citrus-gs.org](mailto:smcmaster@citrus-gs.org) or call 407-228-1607 or 407-896-4475, ext. 1210.

## Juliette's Place

Juliette's Place is the home of the historical collection of Girl Scouts of Citrus, and is housed in the first floor of the two-story house next to the covered parking. Program activities are provided for small groups of girls by the Archive Team volunteers at a fee of \$5 per girl (includes special Tea Party Patch); two adults are free and \$2 per additional adult. Programs are provided on Mondays or Wednesdays after school or on school holidays depending on the availability of the Archive Team. The volunteers will work with you to tailor the activity to the age and interest of your troop. In this unique setting girls learn about the legacy Juliette Low left to the girls of the United States and the entire world. You may email or call about availability but reservation form and payment must be received two weeks prior to date. Your date will not be confirmed until the form is received. You will receive an email confirmation if your date is available. If you would like to sign your troop up to participate in a Juliette's Place activity, please fill out the [Juliette's Place Reservation](#) form and send to Sherry McMaster by email - [smcmaster@citrus-gs.org](mailto:smcmaster@citrus-gs.org).

# Reservations

## Step 1: Select Your Date & Times!

Click on the following link <https://www.surveymonkey.com/s/propertyrequest> to complete your Property Request form. Once you have completely filled out your form, including 3 different date choices for your event, click “done” and it will automatically be submitted to the Outdoor Program Department. Property Requests are processed on a first come, first serve basis. All requests are automatically date stamped with the date and time your request was submitted. This request form will also allow you to choose any/all activities that are available at the property of your choice.

When planning your activities, please keep in mind that there are participant ratios as well as time constraints that need to be considered.

Camporees and/or other large events that will take place at Mah-Kah-Wee Program Center will be on a rotating schedule of every other year. This will give additional service units the opportunity to enjoy our beautiful property.

We will also be rotating troops/groups every other year at Riverpoint Program Center as well, to ensure that more troops are able to enjoy a stay there.

All requests will be verified with last year’s reservations to ensure fairness to everyone applying.

**Note:** Camporees or large events are considered events that are planned on a **Service Unit level** and they use multiple units as well as locations to support their events.

## Step 2: Receive Your Initial Invoice!

Once you have submitted the *Property Request Form* and we have received and processed it, you will receive your initial invoice within 2 weeks with the total pricing, options and dates available. You will be given 72 hours to submit your required **non-refundable – non-transferable** deposit for your property and activities which will confirm your registration. Please keep in mind that both deposits will be required and cannot be refunded or transferred.

### **Deposits are as follows:**

Camporees and Large events—\$100 per event and \$50 for activities

Individual troops and groups—\$25 per event and \$25 for activities

## Step 3: Get Your Confirmation!

Your application will not be confirmed until we receive your deposit. Once it has been received and processed you will receive your confirmation packet. If payment has not been received at the end of the 72 hours, the date will be released and you will need to re-apply for the date again.

All final numbers and payment **MUST** be submitted 45 days prior to event start date, with no exceptions. Once we receive your final payment and numbers, someone from the Outdoor Program Department will contact you to confirm all arrangements and to schedule your activities. You will then receive your final confirmation, please review the details which will include your times for activities such as archery, boating and challenge course as well as your check in and check out times.

## Site Visits

All site visits must be arranged no later than 2 weeks prior to your event and are scheduled Monday – Thursday between 9 a.m. – 6 p.m. It is highly recommended that you schedule this meeting, in case you have any questions about the property or our current guidelines. Please contact the appropriate site ranger to schedule your visit as all properties are locked.

## Cancellations

In the event that your reservation needs to be cancelled, please follow the guidelines listed below.

- Contact the Outdoor Program Department in writing.
- For Camporees and large events – this needs to be received no later than 45 days from scheduled event.
- For Troop camping notification – this needs to be received no later than 30 days from scheduled event.
- If these guidelines are followed, you will receive a refund minus the non refundable deposit amount that is required.
- If cancellation is received past the designated time frame, only half of any additional fees paid will be refunded.
- In the event that you have an activity that needs to be cancelled, follow the same guidelines as above. If an activity is less than half complete and is affected by weather, we will attempt to reschedule it based on availability. If rescheduling is not possible, you will receive a refund based on the remaining program minus a 10% staffing fee. If the activity is more than half complete, no refund will be issued.

Please note that we recommend for camporees or other large events, that you utilize each side of the property to its fullest before reserving the other side. This will give others the opportunity to camp and not interfere with your program.

## Outside Group Reservations

There are a variety of opportunities for outside groups including but not limited to: Corporate Team Building Team meetings, trainings, school educational groups and more. For more information regarding the use of our properties for any non-Girl Scout groups including: schools, churches, other non-profit groups or corporate events, please direct all inquires to Rosie Miller, Chief Development Officer at [rmiller@citrus-gs.org](mailto:rmiller@citrus-gs.org), phone 407-228-1604 or Theresa Rivera, Outdoor Program Manager at [trivera@citrus-gs.org](mailto:trivera@citrus-gs.org), phone 407-228-1662.

# Mah-Kah-Wee Program Center 2011 - 2012 Available Dates for Camporees or Troop Camping

The following dates have been designated for either Camporees or Troop Camping reservations at Mah-Kah-Wee Program Center during 2011 - 2012. Remember camporees will be on a rotation schedule of every other year. Camporees may be reserved no more than 9 months out and Troop Camping may be reserved no more than 3 months out from the first day of the month.

## Camporee or Large Event Information

- Please note that if the designated dates are not booked by 3 months prior to the date, they will be opened to troop camping.
- If you are not using the entire camp, there is a possibility of other troops or events taking place on property.
- When requesting to reserve Mah-Kah-Wee for a large event or Camporee that will require more than one side of the property or the entire site. You will need to follow the following payment procedures:
- Submit your Property Request for a reservation.
- Send in the required \$100 per event and \$50 for activities within 72 hours of the receipt of your invoice to ensure that your request is processed.
- 6 months out from the date of the event, you will be required to submit 50% of the balance of your property reservation.
- 3 months out from the date of the event you will be required to submit the final payment for the property, as well as 50% of the total activity fees including participant numbers for each activity.
- 45 days out from the event all final payments and final participant numbers are due.

## Availability for Troop Camping and Camporees

Please be aware that other activities may be taking place and all units **may not** be available. All reservations will be accepted as of 12:01 a.m. on the designated date.

### **Mah-Kah-Wee Troop Camping weekends include:**

Sept. 9-11	Opens for requests: July 1
Sept. 23-25	Opens for requests: July 1
Oct. 21-23	Opens for requests: July 1
Nov. 11-13	Opens for requests: Aug. 1
Nov. 18-20	Opens for requests: Aug. 1
Dec. 16-18	Opens for requests: Sept. 1
Jan. 6-8	Opens for requests: Oct. 1
Jan. 27-29	Opens for requests: Oct. 1
March 23-25	Opens for requests: Dec. 1
April 27-29	Opens for requests: Jan. 1

### **Mah-Kah-Wee Camporee Camping weekends include:**

Sept. 16-18	Opens for requests: June 1
Sept. 30-Oct 2	Opens for requests: June 1
Oct. 14-16	Opens for requests: June 1
Oct. 21-23	Opens for requests: June 1
Nov. 4-6	Opens for requests: June 1
Dec. 9-11	Opens for requests: June 1
Jan. 13-15	Opens for requests: June 1
Feb. 10-12	Opens for requests: June 1
Feb. 24-26	Opens for requests: June 1
March 9-11	Opens for requests: June 1
March 30-Apr 1	Opens for requests: June 1
April 20-22	Opens for requests: July 1

# Girl Scouts of Citrus (GSC) Emergency Procedures

A Girl Scout council is responsible for seeing that all activities are planned and carried out so as to safeguard the health, safety and general well-being of the participants. Girl Scout Safety Guidelines and checkpoints provide guidance in meeting this responsibility. Every troop leader should be thoroughly familiar with and follow the guidance given in Girl Scout Safety Activity Checkpoints.

In the event that a serious accident or a major emergency does occur, GSC has well defined procedures which must be followed.

## BASIC PROCEDURES

### The adult in charge will:

1. See that each driver carries in her/his car:
  - a. A completed parent permission slip for each girl
  - b. A first aid kit and the appropriate insurance forms
  - c. A copy of Citrus Council Emergency Procedures
2. Provide each person with information concerning what to do if she/he becomes separated from the group. For example:
  - a. Cars will proceed to an agreed upon checkpoint or destination.
  - b. Girls will proceed to an agreed upon destination.
  - c. Girls who may be left behind or lost will be instructed to stay in one location that is safe and as close as possible to where they were last seen.
3. Observe all site regulations at Citrus Council program centers. These site regulations are sent to each troop leader when the troop's reservation is confirmed and are also posted at the program centers.

## SPECIFIC EMERGENCY PROCEDURES

1. In case of **any first aid treatment**, the adult in charge will:
  - a. See that a qualified first aider or other qualified medical personnel gives treatment according to Red Cross First Aid Procedures.  
  
**PLEASE NOTE:** If a child requires a medication prescribed by a physician, she must take it herself. First aiders are **not** allowed to give medication. First aiders will hold the medication and see that the child receives it as scheduled on the label of the medication.
2. In case of **fire**, **flood** or **storm** the adult in charge will:
  - a. Follow the emergency procedures for the site, which will be posted at council-owned properties.
  - b. Use the following guidelines to develop on-site emergency procedures for sites other than council-owned properties:
    - Move the girls to a safe location.
    - Place someone in charge of the group.
    - Contact the proper authorities such as the forest ranger, sheriff, police or fire department.
    - Notify the troop's emergency contact person, who will notify families and the council representative.
3. In case of **injury** or **illness** requiring hospitalization or emergency room care, the adult in charge will:
  - a. Follow proper first aid procedures in treating the injured person(s) and secure proper medical care.
  - b. Contact the site ranger and/or request assistance from clergy, sheriff, police, highway patrol, ambulance or doctor as appropriate.
  - c. Notify parents and the council representative.

4. In case of **accidental** or **natural death**, the adult in charge will:
  - a. Contact the site ranger and/or request assistance from sheriff, police, highway patrol, ambulance, doctor or clergy as appropriate.
  - b. Notify council representative. This person will contact the family in case of fatality or where death is imminent.
  - c. Retain a responsible adult at the scene who will see that the victim and surroundings are not disturbed until proper authorities have assumed control.
5. In case of **unusual, suspicious activity** or **intrusion**, the adult in charge will:
  - a. Contact proper authorities such as site ranger, sheriff, police, highway patrol, as appropriate. On council-owned properties, posted procedures will be followed.
  - b. Remove the group from the scene if the safety of any member is ever in question and notify emergency contact person of any change in site. Parents and the council representative will be informed of any change by the emergency contact person.
6. In case of **lost child**, the adult in charge will:
  - a. Contact the proper authorities or person in charge of the facility.
  - b. Organize a search of the area in teams, starting with child's last known location. Notify the troop's emergency contact person if the child is not located within a reasonable amount of time. The emergency contact person will notify the parents and the council representative.
7. Permission slips **MUST NOT** be released to authorities. **The adult in charge will keep her/his copies.**
8. In case of serious accident or crisis, **NO** public statements should be made. All inquiries should be referred to the individuals listed below.
9. Complete the **Accident Report form** and send to the Council Service Center, within 24 hours.

Troop Emergency Contact Person: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

**GSC Representatives**  
Emergency Phone 407-341-2341

**ROSIE MILLER, Chief Development Officer**  
407-924-4170 (Cell) or 407-228-1604 or 800-367-3906, ext. 1312

**SHARON ALVANZO, Senior Director of Human Resources**  
407-443-1678 (Cell) or 407-228-1617 or 800-367-3906, ext. 1313

**SKIP NEWTON, Chief Development Officer**  
352-239-1176 (Cell) or 407-228-1613 or 800-367-3906, ext.1335

# Mah-Kah-Wee Program Center Troop Camping & Property Fee Schedule

Effective July 1, 2011	Capacity	GSC Day Use	GSC Overnight Use	*Out-of-Council Girl Scout Day Use	*Out-of-Council Girl Scout Overnight Use
<b>Platform Tents</b>	4 per tent	n/a	\$10 per tent	n/a	\$15 per tent
<b>Fire Fly Cove</b> – Electric Platform tents (Usually used for male participants, a separate bathhouse available)	2 tent unit/8 person maximum	n/a	\$25 per unit/per night or \$15 per tent/per night	n/a	\$35 per unit /per night or \$20 per tent/per night
<b>Cabins</b>	8 per cabin	n/a	\$25 per cabin	n/a	\$35 per cabin
<b>Skeeter Hollow Bunkhouse</b>	16 participants	n/a	\$50 per troop	n/a	\$75 per night
<b>Eco-Center Stage area and outside</b> (Does not include Amanda or Environmental room)	60 persons day use, 30 persons overnight use	\$25 per day	\$50 per weekend event	\$35 per troop	\$60 per weekend event
<b>Creative Cottage</b> (Does not include supplies)	60 persons day use	\$25 per day, \$50 per weekend event	n/a	\$35 per day, \$70 per weekend event	n/a
<b>Day Pavilion</b>	80 persons	\$35 per day, \$65 per weekend event	n/a	\$45 per day, \$90 per weekend event	n/a
<b>Day Site Field for camping</b>	No Min/50 people Max. (Tent Camping only, must provide your own tents)	n/a	\$10 per tent/ per night	n/a	\$20 per tent/ per night
<b>Ticochee Lodge</b> (Does not include kitchen)	200 persons day use	\$75 per day, \$100 for week-end event	n/a	\$100 per day, \$150 for week- end event	n/a
<b>Kitchen Use</b> For information regarding kitchen usage, contact Theresa Rivera at <a href="mailto:trivera@citrus-gs.org">trivera@citrus-gs.org</a>	Effective July 1, 2011 all meals served in the Ticochee Lodge will be provided by Mah-Kah-Wee’s Food Services. Menu selection is available upon request, special needs and any dietary issues will need to be communicated no later than two weeks prior to the event. All food and staffing will be included in the cost.				
<b>Infirmary</b>	(Medical Staff Only)	n/a	\$75 per weekend (includes First Aid Kits)	n/a	\$100 per weekend (includes First Aid Kits)
<b>Staff House</b> (Has full kitchen)	24 person day, 12 person overnight	\$25 per day	\$50 per night, \$100 per weekend	\$35 per day	\$70 per night \$140 per weekend

# Mah-Kah-Wee Program Center Troop Camping & Day Group Activity Fee Schedule

Effective July 1, 2011	Capacity	GSC Use	*Out-of-Council GS Use
<b>Archery</b> Brownies and above only (Certified Instructor Required)	Up to 20 participants per 2 hr session. Minimum 10 participants	\$5 per person	\$10 per person
<b>Challenge Course</b>	10 person minimum/20 person maximum		Unless otherwise stated
• Daisy Challenge	1 hr session (Ground initiatives and games)	\$5 per person	\$10 per person
• ½ day	3 hr session (9 a.m.-noon or 1-4 p.m.) 1-2 ground, 1-2 low, 1 high: cat walk, incline log, giants ladder or for Brownies games, grounds and lows	\$20 per person	\$25 per person
• Full day	6 hr session (9 a.m.-noon & 1-4 p.m.) 2-3 ground, 1-2 lows, at least one of the following: Monkey Tails, swing by choice, or Rock Wall w/ Zip line	\$40 per person	\$55 per person
• Rappel (Cadette and older only)	3 hr session (9 a.m.-noon or 1-4 p.m.) Must have previous Challenge Course experience on High Elements (10 person min/15 person max per session)	\$20 per person	\$25 per person
<b>Environmental Activities</b>			
<b>Amanda the Armadillo</b> (Eco-Center)	Self Led—Daisies and above 8-10 participants per 2 hr session	\$1 per person (Self-led); (Does not include patch)	\$2 per person (Self-led); (Does not include patch)
<b>Mailbox Trails</b> Daisies and above	Self Led—Daisies and above 8-10 participants per 2 hr session	\$1 per participant (Does not include patch)	\$2 per participant (Does not include patch)
<b>Geo-Caching</b>	Self Led—Juniors and above 8-10 participants per 3 hr session	\$25 per group per session, \$100 charge will be applied for lost or damaged units	\$45 per group per session, \$100 charge will be applied for lost or damaged units
<b>Compass Course</b>	Self Led—Brownies and above 12-15 participants per 3 hr session	\$20 per group per session	\$30 per group per session
<b>Fishing</b> Requires someone certified in Basic Water Safety or a Lifeguard present at all times	Self Led—Daisies and above 16 maximum per 2 hr session	\$10 per group per 2 hr session, Cane poles provided, catch & release, must provide your own bait. Additional \$35 required for Lifeguard if provided.	\$15 per group per 2 hr session, Cane poles provided, catch & release, must provide your own bait. Additional \$35 required for Lifeguard if provided.
<b>Pool**</b> Daisies and above; All non adult participants will be required to take a swim test and wear a swim cap. All adults will be required to securely tie back their hair.	10 min/50 max participants	\$2 per participant per 2 hr session; Additional \$35 for <u>each</u> lifeguard required per session	\$3 per participant per 2 hr session; Additional \$35 for <u>each</u> lifeguard required per session
**You must provide volunteer watchers for all of your scheduled events based on ratio 3 sessions max per day - No more than 2 groups per session			

Effective July 1, 2011	Capacity	GSC Use	*Out-of-Council GS Use
<b>Waterfront**</b>	**You must provide volunteer watchers for all of your scheduled events based on ratio 3 sessions max per day - No more than 2 groups per session		
<b>Funoes</b> - Daisy/Brownie <b>Canoe</b> - Brownies & above only (Certified Instructor & Lifeguard provided)	Up to 12 participants per 2 hr session Minimum 6 participants	\$12 per person	\$15 per person
<b>Sailing</b> - Juniors & above only (Certified Instructor& lifeguard provided)	6-12 participants per 2 hr session Minimum 6 participants	\$15 per person	\$20 per person
<b>Kayak</b> - Juniors & above only (Certified Instructor& lifeguard provided)	Min 5 / Max 7 Kayaks per 2 hr session Min 5 / Max 14 participants per 2 hr session	\$15 per person	\$20 per person

# Mah-Kah-Wee Program Center Camporee & Large Group Property Fee Schedule

Effective July 1, 2011	Capacity	Camporee Pricing
<b>Staff House</b> (Has full kitchen)	24 person day, 12 person overnight	\$75 per weekend; Check in after 4 p.m.; Check out by noon.
<b>Shady Pines</b>	7 Cabins, 56 person maximum in unit	\$300 per unit per weekend, Check in after 4 p.m. Check out by 12 noon.
<b>Raccoon Run</b>	10 Tents, 40 person maximum in unit	\$160 per unit per weekend, Check in after 4 p.m.; Check out by noon.
<b>Skeeter Hollow Bunkhouse</b>	16 person maximum	\$75 per unit per weekend; Check in after 4 p.m.; Check out by noon.
<b>Skeeter Hollow Tents</b>	10 Tents 40 person maximum	\$160 per unit per weekend; Check in after 4 p.m.; Check out by noon.
<b>Shady Oaks</b>	8 Tents 32 person maximum	\$140 per unit per weekend; Check in after 4 p.m.; Check out by noon.
<b>Eagles Roost</b>	5 Cabins 40 person max	\$200 per unit per weekend; Check in after 4 p.m.; Check out by noon.
<b>Turkey Run</b>	8 Tents 32 person max	\$140 per unit per weekend; Check in after 4 p.m.; Check out by noon.
<b>Eco-Center</b>	60 persons day use, 30 persons overnight use	\$30 per unit per weekend; Check in after 4 p.m.; Check out by noon.
<b>Creative Cottage</b>	60 persons day use only	\$50 per unit per weekend; Check in after 4 p.m.; Check out by noon.
<b>Day Pavilion</b>	80 persons	\$65 per weekend; Check in after 4 p.m.; Check out by noon.
<b>Ticochee Lodge</b>	200 persons day use	\$100 per weekend; Check in after 4 p.m.; Check out by noon.
<b>Kitchen Use</b> For information regarding kitchen usage, please contact Theresa Rivera at <a href="mailto:trivera@citrus-gs.org">trivera@citrus-gs.org</a> .	n/a	Effective July 1, 2011, all meals served in Ticochee Lodge will be provided by Mah-Kah-Wee's Food Services. Menu selection is available upon request, special needs and any dietary issues will need to be communicated no later than two weeks prior to the event. All food and staffing will be included in the cost.
<b>Infirmary</b>	(Medical Staff Only)	\$75 per weekend (includes First Aid Kits); Check in after 4 p.m.; Check out by noon.
<b>Day Site Field</b>	No Min/50 person Maximum Tent Camping Only Must provide your own tents	\$10 per tent per night; Check in after 4 p.m.; Check out by noon.

# Mah-Kah-Wee Program Center Camporee & Large Group Activity Fee Schedule

Effective July 1, 2011	Capacity	GSC Use	*Out-of-Council Girl Scout Use
<b>Archery</b> Brownies and above only (Certified Instructor Required)	Up to 10 participants per 1 hour session. Minimum 2 sessions required. Maximum 7 sessions per day, 70 participants per day	\$5 per person	\$10 per person
<b>Challenge Course</b>	10 person minimum/20 person maximum per session	Unless otherwise stated	
• <b>Daisy Challenge</b>	1 hr session (Ground initiatives and games)	\$5 per person	\$10 per person
• <b>Camporee Sampler</b>	1 hr session –Brownies and up (Ground Initiatives and low elements)	\$12 per person	\$15 per person
<b>Environmental Activities</b>			
<b>Amanda the Armadillo</b> (Eco-Center)	Self Led— Daisies and above 8-10 participants per 1 hour session	\$1 per person (Self-led); (Does not include patch)	\$2 per person (Self-led); (Does not include patch)
<b>Mailbox Trails</b>	Self Led—Daisies and above 8-10 participants per 1 hr session per trail	\$1 per participant (Does not include patch)	\$2 per participant (Does not include patch)
<b>Fishing</b> Requires someone certified in Basic Water Safety or a Lifeguard present at all times	Self Led—Daisies and above 8 minimum/16maximum per 2 hr session	\$10 per group per 2 hr session, Cane poles provided. Does not include bait; may bring own poles but must use barbless hooks (for catch & release at MKW) Additional \$35 required for Lifeguard if provided	\$15 per group per 2 hr session, Cane poles provided. Does not include bait; may bring own poles but must use barbless hooks (for catch & release at MKW) Additional \$35 required for Lifeguard if provided
<b>Pool**</b> Daisies and above; All non adult participants will be required to take a swim test and wear a swim cap. All adults will be required to securely tie back their hair.	10 min/50 max participants	\$2 per participant Per 2 hr session; Additional \$35 for <u>each</u> lifeguard required per session	\$3 per participant; Per 2 hr session; Additional \$35 for <u>each</u> lifeguard required per session
<b>Waterfront**</b>	3 sessions max per day	No more than 2 groups per session	
<b>Funoos: Daisy/Brownie Canoe:</b> Brownies & above only (Certified Instructor & Lifeguard provided)	Up to 12 participants per 2 hr session** Minimum 6 participants	\$12 per person**	\$15 per person**
<b>Sailing:</b> Juniors & above only (Certified instructor & lifeguard provided)	6-12 participants per 2 hr session** Minimum 6 participants	\$15 per person**	\$20 per person**
<b>Kayak:</b> Juniors & above only (Certified instructor & lifeguard provided)	Min 5 / Max 7 Kayaks per 2 hr session**; Min 5 / Max 14 participants per 2 hour session**	\$15 per person**	\$20 per person**

\*\*You must provide volunteer watchers for all of your scheduled events based on ratio

# Riverpoint Program Center & Activity Fee Schedule

Effective July 1, 2011	Capacity	GSC Use	*Out-of-Council Girl Scout Use
<b>Alford Lodge</b>	50 person Day Use 36 Maximum Overnight	\$35 per day /\$50 per night \$50 per night	\$50 per day/\$100 per night \$75 per night
<b>Archery</b> Brownies & above only Certified Instructor Required	Up to 20 participants per 2 hour session. Minimum 10 participants required.	\$5 per person	\$10 per person
<b>Environmental Activities</b> Minerva the Manatee	Self Led—Daisies and above 8-10 participants per 2 hour session	\$1 per person (Self-led); (Does not include patch)	\$2 per person (Self-led); (Does not include patch)
<b>Mailbox Trails</b>	Self Led—Daisies and above 8-10 participants per 2 hour session	\$1 per participant (Does not include patch)	\$2 per participant (Does not include patch)
<b>Fishing</b> Requires someone certified in Basic Water Safety or a Lifeguard present at all times.	Self Led—Daisies and above 8 minimum/16maximum per 2 hr session	\$10 per group per 2 hr session; Cane poles provided; Does not include bait; may bring own poles; Additional \$35 required for Lifeguard if provided	\$15 per group per 2 hr session; Cane poles provided; Does not include bait; may bring own poles; Additional \$35 required for Lifeguard if provided
<b>Funoes**</b> Daisy/Brownie <b>Canoe</b> Brownies and above only (Certified Instructor & Lifeguard Provided)	Up to 12 participants per, 2 hr session Minimum 6 participants required.	\$12 per person	\$15 per person
<b>Sailing</b> Juniors and above only (Certified Instructor & Lifeguard Provided)	6-12 participants per 2 hr session Minimum 6 participants	\$15 per person	\$20 per person

\*\*Volunteer Watchers are required at all water activities based on ratio.

## Melbourne Scout House & Activity Fee Schedule

	Capacity	GSC Use	*Out-of-Council Girl Scout Use
<b>Melbourne Scout House</b>	40 person per day 20 people overnight	\$25 per day \$35 per night	\$35 per day \$50 per night
<b>Environmental Activities</b> Eleanor the Egret	Self Led—Daisies and above 8-10 participants per 2 hour session	\$1 per person (Self-led); (Does not include patch)	\$2 per person (Self-led); (Does not include patch)
<b>Mailbox Trails</b>	Self Led—Daisies and above 8-10 participants per 2 hour session	\$1 per participant (Does not include patch)	\$2 per participant (Does not include patch)

## Celia Lane Little House & Activity Fee Schedule

<b>Celia Lane Little House</b>	50 people per day 20 people per night	\$25 per day \$35 per night	\$35 per day \$50 per night
<b>Environmental Activities</b> Beatrice the Butterfly	Self Led—Daisies and above 8-10 participants per 2 hour session	\$1 per participant (Does not include patch)	\$2 per participant (Does not include patch)
<b>Mailbox Trails</b>	Self Led—Daisies and above 8-10 participants per 2 hour session	\$1 per participant (Does not include patch)	\$2 per participant (Does not include patch)

## Property Reminders

- Remember to wear closed toe and closed heel shoes at all times when walking on property. No Crocs or crock-like shoes allowed.
- Please bring an additional pair of sneakers or closed toe and closed heel water shoes for all watercraft activities.
- Remember to bring bug spray, sunscreen, water bottle and a bandana in a day pack.
- Girls should never travel alone; there should always be adult supervision and the buddy system used at all times.
- Food and drink are not allowed in the cabins or tents and only in the unit house when it is part of the program. There are water coolers and ice at all units.
- All girls will be required to take a swim test and wear a swim cap.
- Please adhere to all ratios, age requirements and safety standards when participating in any event.
- Please do not bring extra electrical appliances to camp as the units are not able to support these items.
- Only one car per group is allowed back in each unit as the designated emergency vehicle; all other cars need to park in designated parking areas.
- Emergency vehicles are not to be used to transport girls/adults back and forth from the units to other locations.
- Please be sure that all volunteers that are attending your event have completed all necessary paperwork and have a favorable background check on file prior to the event.
- Please be mindful of all volunteers. If you are having male volunteers attending an event please discuss this with your troop/group prior to arrival so all participants are aware. Please check with site ranger upon arrival for the designated site that your male volunteers will be using.
- Volunteer Watchers are required at all water activities based on ratio. Each group must provide designated watchers that are 16 years or older.
- Please be sure to complete a Troop Activity Request (TAR) for all activities and make sure your Service Unit Manager has approved it and signed off on it.
- Please be sure to purchase any additional insurance needed for your events; if you have questions regarding additional insurance please contact Marie Snead at [msnead@citrus-gs.org](mailto:msnead@citrus-gs.org) or 407-228-1616 or 407-896-4475, ext. 1401.

# Guidelines for Health Forms for Girls and Adults

The following guidelines have been established based on the current information found in GSUSA's Safety Activity Checkpoints. Girl Scouts of Citrus is dedicated to maintaining the well being of our girls and volunteers during all of our events and activities.

## Troop Activities

- All troop leaders should have a current Health History on file for all girls that are in their care. This form is to be completed by the parent/guardian and will inform the responsible adult if their daughter has any special needs, allergies, is currently on any medications and what the dosages are. When sending medications, they should be in their original containers and administered only by the designated responsible adult. This form will also allow the parent/guardian to select which over the counter medication can be administered if necessary.
- This form should accompany the troop leader/responsible adult whenever the girls are traveling to ensure they are aware of any special circumstances.

## Overnight Activities

For any overnight activities that are less than 3 nights you would follow the same policy for Troop Activities:

- All troop leaders should have a current Health History on file for all girls that are in their care. This form is to be completed by the parent/guardian and will inform the responsible adult if their daughter has any special needs, allergies, is currently on any medications and what the dosages are. When sending medications, they should be in their original containers and administered only by the designated responsible adult. This form will also allow the parent/guardian to select which over the counter medication can be administered if necessary.
- This form should accompany the troop leader/responsible adult whenever the girls are traveling to ensure they are aware of any special circumstances.

The exception to this is during a larger event where there is a designated health professional assigned to the event. This process is in place for the well being of all the girls and adults and to maintain a consistent and organized system of health care. The designated health professional will then be responsible for collecting all Health Forms, distributing and logging all medications and monitoring anyone that may have a special need. This policy applies to any adults that accompany the group as well.

## Camping or Trips that are for 3 nights or more

For trips or activities that will last 3 nights or more the following guidelines must be followed:

- A Health Examination is required for any activity that is 3 nights or more including resident camp.
- This Health Examination needs to have been completed within the past 24 months of the last day of the activity.
- Adults participating are also required to have a current Health Examination.
- The Health Examination may be given by a Licensed Physician, Nurse Practitioner, Physician's Assistant or a Registered Nurse.
- Copies of current shot records are also required and may be obtained from their school.

## Reminders:

- Health History is to be completed by the parent or guardian
- For any physically demanding activities such as water sports, horse back riding or skiing, a current Health History is required for all girls and/or adults that are participating in the activity
- Health Examination is to be completed by a medical professional and the parent or guardian