

Girl Scouts of
Citrus

Property Guide



Property Guide

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Property Guide

Welcome to Girl Scouts of Citrus Property Guide! We are very excited to provide you with a guide to the wonderful properties that are available for use within our property.

Within this guide you will be able to review information for each of our Program Centers and Scout Houses. This will assist your troop/group when planning your event, overnight trip, or day activities. Each of our properties are unique in their characteristics, activities, and opportunities.

Please note: For all guests visiting or staying over at any GSC property, adults will need to review this guide and any other guidelines and/or information that you receive pertaining to your visit prior to arrival. This information must also be communicated to all additional adults and girls in your troop/group. This will ensure the safety of all our guests and the preservation of the property.

Please remember that Girl Scouts of Citrus (GSC) properties are regulated by governmental agencies, including local fire and county health departments. By complying with these regulations, it keeps the council properties as safe as possible for everyone's health and well-being. We also comply with all guidelines set forth by Girl Scouts of the USA (GSUSA) including guidelines in: Safety Activity Checkpoints, Volunteer Essentials, and Risk Management.

Mah-Kah-Wee Program Center is accredited by the American Camp Association (ACA) which requires additional safety and program standards that must be followed and complied with each year.

Property Team: The property rangers and/or volunteer rangers are responsible to maintain, upkeep and secure each property location. This includes ensuring the safety of all guests that are using the location, and to assist with any needs the troop/group may have during their stay. They are authorized to enforce all regulations governing the site and they have the authority to ask those in violation to leave the premises.

Please note: If assistance is needed at Mah-Kah-Wee or Riverpoint Program Centers, one of the onsite Rangers will be your designated contact. If assistance is required at one of our Scout Houses, there will be a designated Ranger/Scout House Host listed in your confirmation email.

All troops/groups using the site need to know and follow the regulations and to check with the site ranger if there are any questions. All communication during your visit will be done via cell phone. Please make sure to review your Property Information email for your designated Ranger. Please note that **the person who made the reservation** will be the rangers contact person during your stay.

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Contact Information

Mah-Kah-Wee, Riverpoint and Melbourne Scout House

- **John Wallace, Head Ranger** - Mah-Kah-Wee, Riverpoint and Melbourne Scout House
Cell: 386-717-9676 Email: jwallace@citrus-gs.org
- **Michael Finney, Property Ranger** - Mah-Kah-Wee Program Center.
Cell: 407-375-3165 Email: mfinney@citrus-gs.org
- **Rose Colson, Property and Program Ranger**- Riverpoint Program Center & Melbourne Scout House. Cell: 814-331-3790 Email: rcolson@citrus-gs.org

Eustis and Pine Castle Scout Houses

- **Jodi Smithwick, Scout House Host** - Cell: 407-625-0965 Email: jsmithwick@citrus-gs.org
- **Marie Snead, VP Business Services and Retail** Cell: 407-690-2418 Email: msnead@citrus-gs.org

For Service Projects: Service projects are available at each of our properties during your stay. If you are interested in completing a service project during your stay, please contact John Wallace, at least 3 weeks before your visit for a list of available options at jwallace@citrus-gs.org

Property Reservation Questions: Reservations are made through our online reservation system, Doubleknot which can be accessed through our website <https://www.citrus-gs.org/en/about-girl-scouts/our-council/locations.html>

- For questions regarding reservations or payments, please contact: **Holly Swarthout, Membership Onboarding Specialist** at hswarthout@citrus-gs.org
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- For questions regarding your scheduled activities, please contact **Jessica Macgregor, Outdoor Program Manager** at jmacgregor@citrus-gs.org
- For all other questions regarding your reservation, please contact **Aimee Beauchamp, Director of Girl Experience** at abeauchanmp@citrus-gs.org

Outside User Groups: Girl Scouts of Citrus Council is proud to offer our amazing facilities to outside user groups. Outside user groups consist of corporate, non-profit, youth organizations, school groups, faith-based organizations, first responders, emergency services, as well as private events and outings. These groups will have the opportunity to utilize our facilities for a day or overnight reservations based on availability and location.

Here are some services and amenities that are available: team building, meeting spaces, lodging, banquet hall, catering, pool, team building activities, high adventure course, and much more!

For questions regarding renting our facilities for all outside user groups, please contact **Aimee Beauchamp, Director of Girl Experience** at abeauchanmp@citrus-gs.org

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Check In and Check Out Information

Always refer to your confirmation email for all details regarding your reservation, be sure to review the email and attached confirmation packet in its entirety and communicate it with your group.

Eustis, Pine Castle, and Melbourne Scout Houses

Check in:

- Troop Meetings/Day Use - During the week there are multiple troops who meet at the Scout House. When your troop arrives at your reserved time slot, please use your designed key code to access the building.
- For guests spending the weekend, check-in is on Friday between the hours of 4 p.m. and 7 p.m. or on Saturday after 12:00 p.m. depending on your reservation.
- The person who made the reservation will receive all the communications via email for the visit including access codes, weather warnings, specific issues regarding the property, etc.
- Upon arrival, this person must complete a walk through to ensure the property is secure and complete the “**Reservation Checklist**” (which can be found in your confirmation packet). If there is a serious issue or an emergency, immediately contact the designated Ranger or Scout House Host that is scheduled for the weekend you are there.

Check-out:

- Is no later than noon on Saturday or Sunday depending on your reservation.
- Please be sure to follow the “**Check-out Procedures**” (which can be found in your confirmation packet). Be sure to pay special attention to guidelines regarding food, garbage, and utilities. Property should be left better than it was found; this way if there is a group coming in immediately after they will find it in the best condition possible.

Mah-Kah-Wee and Riverpoint Program Centers

- **Check-in:** For those checking in on Friday, arrive to the parking lot between the hours of 4 p.m. and 7 p.m. For those checking in on Saturday, arrival time will vary based on the event. Contact your leader or event coordinator for more details. Gates open at 7am and lock at 9 p.m.
- All communications will be sent to the contact person that made the reservation via email for the visit including weather warnings, specific issues regarding the property, etc. They will also receive a phone call from the Ranger no later than the Thursday before the group arrives as well as meet with them the day of.
- Upon the group’s arrival, the Ranger will meet with the contact person to discuss any additional information for the weekend i.e., weather, activity changes, fire bans etc. This will take place **prior** to going to the units. Anyone within the group that arrives after the initial check-in will need to contact the Ranger upon arrival to check-in.
- **Check-out:** Before noon on Saturday or Sunday (depending on your reservation) your troop/group will need to finish packing up and cleaning up for all units/areas.
- Please be sure to follow the “**Check-out Procedures**” (which can be found in your confirmation email). The site should be left cleaner than it was found. The following limited items are provided at each site: trash bags, toilet brushes, brooms, dustpans, toilet paper, hand soap and paper towels. Troops **MUST bring** cleaning supplies including bleach, scouring powder, disinfectant, dish soap, wiping towels, paper products and gloves.
- When units are ready to be checked out, contact the Ranger so they can inspect the unit. The Ranger will not check-out the unit unless it is in an acceptable condition. Please remember that everyone must help in this process and the participants cannot leave the unit until check out is finished.

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Property Guidelines: Please be aware that the following guidelines are in place for the safety and security of all our members and guests. Failure to follow these guidelines may result in your removal from the location and may prohibit you from further use of/or attending any activities on any Girl Scouts of Citrus Council (GSC) location.

Group Safety, Health Care and Medications

- When participating in any event girls/participants should never travel alone; always use the buddy/treddy system.
- Please adhere to all ratios, age requirements and safety standards based on Volunteer Essentials, and Safety Activity Checkpoints.
- All troops/groups must always have a currently certified First Aider to assist with any medical issues and to distribute medications if necessary as well as have a stocked first aid kit.
- When attending an event or activity, all medications (prescription and OTC) must be stored in a secure location that is not accessible to anyone except the designated adult in charge of them.
- Certain events or activities will have a nurse or/ designated medical staff to collect all medications. Please review the specific information regarding your event.
- Whenever you are on any GSC property or in the outdoors, you **MUST** wear closed toe and closed heel shoes. (Sneakers, hiking boots, etc.)
- Be sure everyone has a refillable water bottle, bug spray and sunblock

Drugs, Alcohol and Smoking

- The use of and or possession of Illegal Drugs, Weapons and Alcoholic beverages are not permitted on GSC properties. If you are found in possession of or using these items, you will be asked to leave immediately.
- Tobacco smoking is only allowed in designated areas set forth by GSC and enforced by the Rangers. Smoking of any kind including vaping, is to never be done inside any buildings, in areas that are not designated for smoking, and never in the presence of girls/participants.

Pets and Service Animals

- Personal pets are not permitted in vehicles or on GSC properties.
- Registered service animals are permitted to be used for assistance with prior notification and proper documentation.

Vehicles on Property

- All vehicles on property must be registered and insured.
- All drivers must have a valid driver's license and current insurance.
- When driving on any GSC property, always make sure to follow the speed limit, road direction signs, and be aware of anyone that may be walking.
- All vehicles must be parked in the designated parking areas only, please see Rangers for specifics.
- At MKW only one Emergency vehicle from each group will be allowed in each unit.

Luggage

- At Mah-Kah-Wee - there will be a designated area for luggage. Please be sure that all luggage is secure on the trailer if applicable. When the group has checked in, the Ranger will bring the trailer back to the unit.

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Tagalongs

- Tagalongs are defined as siblings, infants, friends, family members and other Girl Scouts that are not part of the troop and/or are not the appropriate grade level for the program/event. (Regardless of membership status) They are not permitted at non approved events/ activities, unless specifically stated, and will not be covered under insurance. If tagalongs are permitted, additional insurance must be purchased two weeks prior to the event. Please see insurance information on pg

Property Care and Safety

- Food and drink are not allowed in the cabins, bunkhouse, yurts, or platform tents at Mah-Kah-Wee or bedrooms at Riverpoint; they must be kept in the Unit House at Mah-Kah-Wee or in the kitchen at Riverpoint. Water bottles are not allowed in cabins; however, they can be kept on the railings outside the cabins.
- Quiet time must be observed between the hours of 11 p.m. and 7 a.m.
- Environmental Awareness: Always Practice “Leave No Trace” Principles.
 - Do not climb on trees, break branches, or damage any landscaping.
 - Stay on trails do not walk in roads
 - Be aware of all wildlife including spiders, snakes, deer etc.
- Ice Bags will be provided in each unit at Mah-Kah-Wee. There is an ice machine available at Riverpoint. All other locations do not have ice and you will need to supply your own.
- Additional electrical appliances, such as: microwaves, mini fridges, air fryers, etc. may not be able to be supported electrically at our locations. Confirm with the Ranger prior to bringing additional items to avoid overloading fuses and creating a risk of fire.
- Always be aware and have an Emergency Action Plan for the location. Review the Property Binder for each GSC location, which will have all emergency procedures, guidelines, local emergency contacts, hospitals, accident, and insurance forms. Make sure all adults are aware of the plan and contacts at home. (See Safety Activity Checkpoints for detailed information)

Adult Volunteers

- All volunteers that are attending any overnight event must have a current GSUSA membership and an approved background check on file a minimum of 2 weeks prior to the event.
- For troop/group events and activities, a list of all participants (adults and youth) that will be attending must be submitted with final paperwork into the Outdoor Program Team, a minimum of 2 weeks prior to the event.
- All Girl Scout troops/groups that are attending any overnight activity must provide the correct ratio of **Certified Troop Campers**. The ratio is 1:30 participants.
- All Girl Scout troops/groups that are attending any activity must always have a currently certified **First Aider** and each troop/group will need to bring their own First Aid Kit.
- Male volunteers are not to sleep in the same area with any girls/female adults. Be sure to discuss sleeping options when making reservations, and make sure all members of your troop/group are aware. (The exception to this guideline is for family style events and camping)
- Adults are not required to sleep in the same sleeping quarters as Girl Scouts. If female adults are sleeping in the same sleeping quarters as girls, they must be two unrelated female adults that do not live in the same household.

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Male Volunteers

- Are encouraged to participate and attend events with their Girl Scouts.
- As with all volunteers that are attending any overnight event, a GSUSA membership and an approved background check is required to be on file a minimum of 2 weeks prior to the event.
- Male volunteers are not to sleep in the same area with any girls/female adults. Be sure to discuss sleeping options when making reservations, and make sure all members of your troop/group are aware. (The exception to this guideline is for family style events and camping)
- Always be sure to list if male volunteers are attending the event and/or spending the night when you are making your reservation as well as when you confirm your final numbers.
- Final sleeping arrangements and bathroom facilities will be coordinated by the Ranger upon arrival (when applicable), below are the recommended sleeping arrangements:
 - **Mah-Kah-Wee** - men must sleep in a separate unit from the girls. Firefly Cove is the designated sleeping area for men attending a campout unless otherwise specified.
 - **Celia Lane** and **Melbourne Scout House** - men may sleep on the screened porch.
 - **Riverpoint** - men may sleep downstairs in Staff Room B.
 - **Pine Castle Scout House** - men may pitch a tent in the back yard.
 - **Eustis Scout House** – Due to the facility, men are not allowed to stay over.

Reminders

- Please be sure to complete a Troop Activity Request (TAR), for all activities that take place outside of the normal meeting time and/or location. Be sure that it is turned into the designated volunteer in your community for approval.
- If you have any additional non-member guests/presenters that may be attending your event for the day, you will need to purchase additional insurance and list them on your roster as non-members. Be sure to reach out to Customer Care at customer care@citrus-gs.org to purchase your insurance at least 2 weeks prior to your event.
- Rangers must be made aware when guests arrive and depart your event. Non-Members are not allowed to stay overnight.

Cooking and Campfires: Please be aware that if there is a Fire Ban in effect for the property, the Ranger will notify the designated contact person prior to/or at check-in. Please be aware that fire bans can happen with little, or no notice based on the weather conditions, be sure to have a backup plan ready in case of a ban. **All Girl Scout properties must adhere to local and state guidance and are NOT exempt from the county guidelines.**

Be sure to plan accordingly with your **Certified Troop Camper** to discuss all supplies that you will need in your patrol box for your overnight experience. All troops/groups must provide their own cooking and cleaning supplies, including but not limited to: pots, utensils, coolers, coffee pots, etc.

- Firewood is provided at properties that have a fire ring.
- Cooking in fireplaces is not allowed.
- Open fires may **only** be built in the designated fire rings.
- Fire Starters are **NOT** provided and must be prepared prior to arrival. Please refer to your Outdoor Skills person for approved fire starters.
- Liquid fire starters and Match Lite® type charcoal is not permitted.
- Cooking should be done primarily with charcoal; however other approved methods may be used if the **Certified Troop Camper** was trained in that method and is comfortable facilitating.
- Dispose of all charcoal and ashes in the ash can, do not bury them or leave them in the grills.
- When cooking in the outdoors, all dishwashing must be done using the 3-bucket system, bathroom sinks are not to be used for dishwashing.

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Council Service Center

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

- Located on the first floor is the Retail Shop
- Located on the second floor the Women's Cultural and History Center
- Located on the third floor is the Administrative Offices

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. The Council Service Center and Council Shop are closed on Fridays and other days throughout the year. Please check our website or social media for the most recent updates.

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Mah-Kah-Wee Program Center

This 240-acre property is in a small town called Chuluota, just east of Orlando in Seminole County. Purchased by Girl Scouts of Citrus Council in 1970, Mah-Kah-Wee, which means "Little Earth Maiden," received its name from a troop contest and was dedicated on March 7, 1971.

Reservations: Reservations may be requested during the school year six (6) months out from the date requested beginning the 2nd weekend of September through the 2nd weekend of May.

Throughout the year, Mah-Kah-Wee hosts a variety of activities including, but not limited to troop camping, camporees, day and weekend events, staff development activities, Alumnae events, Service projects and of course Summer Camp. During the summer months, reservations are not accepted for any activities or camping.

Mah-Kah-Wee Program Center observes the same holiday closure schedule as the Council Service Center.

Unit Information

There are five (5) units located on property, each one is individual by nature and has unique accommodations that can be enjoyed by everyone. There are three (3) units on the east side of our property and two (2) units on the west side of our property.

Every unit has a bathroom with multiple showers, a screened unit house with picnic tables, refrigerator with ice, multiple grills, outdoor picnic tables, fire rings, firewood, drink cooler, water spickets and hoses.

Guests are responsible for providing all other supplies including, but not limited to charcoal, matches, fire starters, all food and beverages, cooking supplies and utensils, patrol boxes, cooler chests, all cleaning supplies for unit including bathroom, unit house, cabins and dishes.

Liquid fire starters and Match Lite® type charcoal is not permitted. Only appropriate Fire Starters are allowed and are **NOT** provided.

- Please refer to your Outdoor Skills person for a patrol box supply list.
- Water coolers will be available at activities, there are also water fountains and spigots throughout the property.
- All groups must have a currently certified Outdoor Skills person based on a 1 per 30 participant ratios. A copy of the certification(s) must be provided to the Outdoor Program Team no later than 1 week prior to your arrival.

Sharing Units - To serve as many girls as possible, units, activities and program spaces may need to be shared or combined at times to allow for everyone to participate. Please understand that if you do not rent the entire unit you may end up sharing the unit with another group. If this is required by your group, we will contact you ahead of time to make you aware of the details. Please keep in mind there is only one unit house with one refrigerator.

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East Side Units

Raccoon Run - Maximum Sleeping Capacity: 30 people

- This unit has 5 Tiny Cabins, each one has 3 bunk beds which sleep 6 people per cabin.
- Each cabin has air conditioning, but no heat.
- The unit also has a bathroom with multiple showers, a screened unit house that includes picnic tables, refrigerator with ice, multiple grills, outdoor picnic tables, and a fire pit.
- The unit house also has an indoor grill that is for charcoal cooking only.

Shady Pines - Maximum Sleeping Capacity: 56 people

- This unit has 7 cabins, each one has 4 bunk beds which sleep 8 people per cabin.
- Each cabin has ceiling fans, air conditioning and heat.
- There is 1 cabin that is wheelchair accessible.
- The unit also has a bathroom with multiple showers, a screened unit house that includes picnic tables, refrigerator with ice, multiple grills, outdoor picnic tables, and a fire pit.
- The unit house also has an indoor grill that is for charcoal cooking only.

Skeeter Hollow - Maximum Sleeping Capacity: 52 people combined

This unit is a combination unit that has a bunkhouse and platform tents.

- The bunkhouse has 8 bunk beds, which sleep a total of 16.
- There is air conditioning, no heat, and a common area.
- There is a refrigerator with ice.
- This unit also has 9 platform tents, with 4 cots per tent.
- Each cot has a camping mattress and a mosquito net.
- The unit also has a bathroom with multiple showers, a screened unit house that includes picnic tables, multiple grills, and a fire pit.
- The bunkhouse, bath house and 5 of the platform tents are wheelchair accessible.

West Side Units

Eagles Roost - Maximum Sleeping Capacity: 40 people

- This unit has 5 cabins, each one has 4 bunk beds which sleep 8 people per cabin.
- Each cabin has ceiling fans, air conditioning and heat.
- The unit also has a bathroom with multiple showers, a screened unit house that includes picnic tables, refrigerator with ice, multiple grills, outdoor picnic tables, and a fire pit.
- The unit house also has an indoor grill that is for charcoal cooking only.
- This entire unit is wheelchair accessible including paved walkways.

Shady Oaks - Maximum Sleeping Capacity: 26 people combined

This unit is a combination unit that has yurts and an electric tent.

- This unit has 4 yurts, each one has 3 bunkbeds which sleep 6 people per yurt.
- Each yurt has air conditioning and heat.
- This unit also has an electric tent, with 2 cots in it.
- The electric tent has air conditioning.
- The unit also has a bathroom with multiple showers, a screened unit house that includes picnic tables, refrigerator with ice, multiple grills, outdoor picnic tables, and a fire pit.
- The unit house also has an indoor grill that is for charcoal cooking only.

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Additional Locations

Firefly Cove - Maximum Sleeping Capacity: 8 people

- This area has 2 platform tents that have electricity, with 4 cots in each tent.
- There is also a bathroom with multiple showers, grills, and outdoor picnic tables.
- This is the designed male sleeping area

Staff House – Maximum Sleeping Capacity 12 or Day Use 24

- The staff house is available for meetings or troop use.
- There are 3 bedrooms with single and bunk beds.
- There are 2 ½ bathrooms, full kitchen, living room, back porch, air conditioning and heat.

Day Site Pavilion – Maximum Sleeping Capacity 40 or Day Use 100

- This open grassy area has a covered pavilion with electricity and picnic tables.
- There is a fire ring, multiple grills and a large field that can be used for activities
- Overnight guests can camp out by pitching their own tents (tents not included).
- There is a bathroom located on the back of the staff house porch, with multiple showers.

Infirmary – Maximum Sleeping Capacity 2 medical staff with patients

- This air-conditioned building is available for medical staff only during large events and camporees.
- Sleeping capacity is 2 beds for the designated medical staff and 4 beds for sick use only.
- A current certification must be provided and turned into the Outdoor Program Team for reservation to be accepted.
- Prepared First Aid Kits are also included for units, when reserving the infirmary and must be returned.

Ticochee Lodge - Maximum capacity: 200 people for program, 125 people per meal.

- This air-conditioned building can be reserved for activities, large group catered meals, or special events.
- There is an indoor fireplace, sound system and adjacent bathrooms available.
- For menu selections please contact Aimee Beauchamp, Director of Girl Experience at abeauchamp@citrus-gs.org

Creative Cottage - Maximum capacity: 60 people (40 indoors and 20 on the screened porch)

- This air-conditioned building can be used for arts & crafts, workshops, meetings, etc.
- There is a large, screened porch there are picnic tables, folding tables, chairs, a water fountain, bathroom, refrigerator, and a microwave.
- Troops must bring their own craft supplies, however, there is a limited supply of general craft materials that are available in the common area.

STEAM Leadership Center - Maximum capacity: 60 people (30 in the lab and 30 in the barn)

The STEAM Leadership Center has a state-of-the-art Computer Lab available for Girl Scouts to participate in a variety of facilitated and self-led activities. **(Coming Soon)** There is also an Arts Barn used for a variety of performances, presentations, and workshops.

- The Computer Lab has:
 - Air-conditioning, heat, tables, and chairs.
 - Laptops, 3D printer, laser engraver, and a large screen television.
- The Arts Barn has:
 - Ceiling fans, and large barn doors to allow fresh air to cool the building.
 - Benches for seating, a stage, and spotlights.
- There is also a large deck and bathrooms available.

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Outdoor Activities – Mah-Kah-Wee

All activities are available for weekend and day use by reserving them through Doubleknot, which is our online reservation system. All activities are either facilitated by a GSC Certified Staff Member (facilitator led) or facilitated by an adult within the troop/group (leader led). Adults will review the information and lead the activity.

Please note:

- **Activities must be booked 45 days in advance to secure your reservation.**
- Refer to the **fee schedule** for more information regarding each activity, fees, and ratios.
- Deposit is required at time of reservation and will not be confirmed without it.

To register, please go to <http://www.citrus-gs.org/en/Camp/locations.html> and complete your request.

Leader Led Activities

Amanda the Armadillo Environmental Patch: Daisies and above – 24 pp max

- Located in the Nature Center, this Environmental Patch Program can be earned while participating in hands-on activities that focus on armadillos, the environment and other amazing animals that can be found on site.
- Instructions and supplies for all the activities, are provided on location
- Activity time may vary based on grade level and amount of participants
- Patches are available for purchase through the council shop. [Order Here](#)

Orienteering Patch Program: Brownies and above – 15 pp max

- Learn the basics of orienteering.
- Have fun learning compass games and other skills.
- Please see Site Ranger for your Program Box.
- Activity time may vary.
- Patches are available for purchase through the council shop. [Order Here](#)

Flag Retirement Kit:

- Upon request, you may reserve a flag retirement kit at no cost.
- Included in your kit will be a prepared flag and instructions for the ceremony to be done at one of the fire rings.
- Please see Site Ranger for your kit.

GaGa Pit: Daisies and above – 20 pp max

- GaGa is a fast paced, high-energy sport played in a fenced area.
- There are two GaGa Pits at Mah-Kah-Wee
- This game is like dodgeball or kickball, played with a foam ball or kickball style ball
- Please see Site Ranger for your instructions and balls.

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Geocaching: Juniors and above – 10 pp max

- Uses orienteering skills and GPS (global positioning system) units.
- Directions are included with each kit as well as the coordinates at MKW.
- There are 6 GPS units available, no more than 3 girls per GPS unit.
- Please see Site Ranger for your Program Box.
- Activity time may vary based on the weather, grade level and group size

Hiking:

- Troops/Groups may hike on one of the two trails (purple and blue) located on our property.
- Always be sure that everyone is prepared for the elements.
- Closed toe/heel shoes, bug spray, sunscreen, bandana, water bottle and cell phone.
- Never hike alone and always let the Ranger on duty know if you are going on a hike.

Mailbox Trails: Daisies and above – 12 pp max

- This unique experience is a hands-on approach to outdoor education.
- Individual mailboxes are located on specific areas of each of our trails (purple and blue).
- Each mailbox contains the instructions and materials for a self-led activity.
- Activity time may vary based on the weather, grade level and group size
- Patches are available for purchase through the council shop. [Order Here](#)

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Facilitator Led Activities - GSC Certified Staff

Aquatics Program: There are a variety of aquatic activities available for troops/groups to participate in based on grade level and availability. Lifeguards and/or instructors are provided for all activities. Each session is 1 ½ hours and will include basic boating safety, paddling techniques (if applicable), and program activities.

- **Funoes** are available for Daisies and Brownies – 22 pp max.
- **Canoes** are available for Brownies and above – 24 pp max.
- **Corcls** are available for Brownies and above – 12 pp max.
- **Kayaks** are available for Juniors and above – 10 pp max.
- **Pedal Boats** are available for Juniors and above – 8 pp max.

Safety Guidelines

- Personal Flotation Devices (PFDs) will be provided and are required for all participants (including adults).
- Closed toe/heel water shoes or old sneakers must be always worn. Open toe/heel footwear such as Crocs or sandals, or bare feet are not permitted.
- Each group will need to provide the designated number of adult watchers for their group.
- Sessions may be cancelled due to weather conditions or temperature.

Pool: Daisies and above – 50 pp max. - Each session is 1 ½ hours – Pool depth is 3-5 feet

- All (non-adult) participants must take a swim test prior to entering the pool.
- Lifeguards will evaluate level and provide color coded swim caps. Outside caps are not permitted. For latex allergies please let the lifeguard know so they can provide a latex free cap.
- Adults do not need to wear swim caps; however, hair needs to be tied up while in the pool.
- PFDs are provided for all beginner and/or non -swimmers.
- Each group will need to provide the designated number of adult watchers for their group.
- Sessions may be cancelled due to weather conditions or temperature.

Archery Program: Brownies and above – 20 pp max. - Each session is 1 ½ hours

- Archery is skill based, competitive sport where participants shoot their arrows at a target.
- Each session will include parts of an arrow/bow, archery safety, range commands, and program activities.

Axe/Tomahawk Throwing: Cadettes and above – 20 pp max. – Each session is 1 ½ hours

- Axe or Tomahawk is a skill-based, competitive sport where participants throw their axe/tomahawk at a target.
- Each session will include parts of an axe/tomahawk, throwing safety, range commands, and program activities.

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Challenge Course : The Nanette McLain Challenge Course is an Outdoor Adventure Course that has a variety of fun challenges, team building activities, and problem-solving initiatives. The course consists of a series of ropes, cables and logs used to simulate various challenges. 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.

Challenge Course waivers are required to be completed and signed by everyone that comes on the course whether you are participating or not.

A Challenge Course participant will:

- Improve group skills in communication and leadership
- Develop trust, respect, and teamwork skills
- Develop problem-solving abilities
- Create a supportive environment
- Build confidence, increase self-esteem, and experience personal accomplishment

Available Program Options

- **Sampler Challenge – Daisies and above - Each session is 1 ½ hours**
 - Designed for groups that want to participate in a sample session including ground teambuilding initiatives and at least 1 low element.
- **½ Day – Low Only - Daisies and above – Each session is 3 hours**
 - Designed for groups to come out and experience team building games and activities. Includes 1-2 ground teambuilding initiatives, 1 -2 low elements
- **½ Day – Low and High - Juniors and above – Each session is 3 hours**
 - Designed for groups to come out and experience team building games and challenges. Includes 1-2 ground teambuilding initiatives, 1 -2 low elements and 1 of the following high elements: Catwalk, Incline Log or Giants' Ladder.
- **Climb and Zip – Cadettes and above Up – Each session is 3 hours**
 - All participants must have GSC Challenge Course experience on the high elements to participate in this session. Please be sure all participants are physically fit, for this strenuous and advanced activities.
- **Full Day – Teambuilding - Juniors and above – Each session is 6 hours**
 - Designed for groups to come out and experience team building games and challenges. Includes 2-3 ground teambuilding initiatives, 2-3 low elements and 1 of the following high adventure elements: Monkey Tails, Swing by Choice, or Rock Wall with Zip Line.

Property Guide

Mah-Kah-Wee Program Center Troop Camping & Property Fee Schedule					
Effective January 1, 2022	Capacity	GSC Day Use	GSC Overnight Use	*Out-of-Council Girl Scout Day Use	*Out-of-Council Girl Scout Overnight Use
Firefly Cove –Platform tents w/electric	2 tent unit 4 people per tent Max: 8 people	n/a	\$25 per tent per night	n/a	\$30 per tent per night
Shady Oaks - Yurts	6 people per yurt	n/a	\$55 per yurt per night	n/a	\$65 per Yurt per night
Shady Oaks- Electric tent	2 people per tent Max: 2 people	n/a	\$25 per night	n/a	\$30 per night
Shady Pines & Eagles Roost Cabins	8 people per cabin	n/a	\$45 per cabin per night	n/a	\$55 per cabin per night
Raccoon Run Tiny Cabins	6 people per house	n/a	\$45 per tiny house per night	n/a	\$55 per tiny house per night
Skeeter Hollow Bunkhouse	16 people	n/a	\$90 per night	n/a	\$125 per night
Skeeter Hollow Platform Tents	4 people per tent	n/a	\$20 per tent per night	n/a	\$25 per tent per night
Creative Cottage (Does not include supplies)	Min: n/a Max: 60 people day use	\$75 per day use	n/a	\$100 per day use	n/a
Day Pavilion	Min: n/a Max: 100 people	\$100per full day use \$50per half day use	n/a	\$125per full day use \$65per half day use	n/a
Day Site Field for Tent Camping (Must provide your own tents) Includes fire ring and Bathroom facilities on the Staff House Porch	Min: n/a Max: 40 people	n/a	\$2 per person per night	n/a	\$3 per person per night
Ticochee Lodge (Does not include kitchen)	Min: n/a Max: 200 people day use	\$200 per full day use \$125 per half day use \$250 per weekend event	n/a	\$300 per full day use \$175 per half day use \$350 per weekend event	n/a
Kitchen Use For information regarding kitchen usage, contact Aimee Beauchamp at abeauchamp@citrus-gs.org	All meals served in the Ticochee Lodge will be provided by GSC Food Services. All meals are served cafeteria/buffet style. Menu selection is available upon request, special needs and any dietary issues will need to be communicated no later than two (2) weeks prior to the event. All food and staffing will be included in the cost.				
Infirmary (1 Medical Staff Only)	n/a	n/a	\$100 per weekend (includes First Aid Kits)	n/a	\$150 per weekend (includes First Aid Kits)
Staff House (Has full kitchen)	Min: n/a Max: 24 people day use, 12 people overnight use	\$75 per day use	\$100 per night use	\$100 per day use	\$125 per night use
STEAM Center – Arts Barn	Max:30people	Coming Soon	Coming Soon	Coming Soon	Coming Soon
STEAM Center – Lab	Max:30people	Coming Soon	Coming Soon	Coming Soon	Coming Soon

Property Guide

Mah-Kah-Wee Program Center Activity Fee Schedule

Effective January 1 st , 2022	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
GSC Certified Staff Required			
Archery Brownies and above	1 ½ hr. session Min: 10 Max:20	\$7 per participants	\$12 per participants
Tomahawk Throwing Cadettes and above	1 ½ hr. session Min: 6 Max:20	\$10 per participants	\$15 per participants
<u>Challenge Course</u>			
Sampler Challenge Daisies and above	1 ½ hr. session (team building and low elements) Min: 10 Max:24	\$15 per participant	\$20 per participant
1/2 Day Low only Daises and above	3 hr. session (9 a.m.-noon or 1-4 p.m.) Low only: games, grounds, and lows	\$25 per participant	\$30 per participant
½ Day Low/High Juniors and above	Low/high:1- ground, 1-2 low, 1 high: catwalk, incline log, giants' ladder Min: 10 Max:24		
Full Day Team Building- Juniors and above	6 hr. session (9 a.m.-noon & 1-4 p.m.) 2-3 ground, 1-2 low, at least one of the following: Monkey Tails, Swing by Choice, <u>or</u> Rock Wall w/Zip Min: 10 Max:24	\$50 per participant	\$60 per participant
Climb & Zip Cadettes and above	3 hr. session (9 a.m.-noon or 1-4 p.m.) Must have previous GSC Challenge Course experience on High Elements Min: 10 Max:12	\$35 per participant	\$40 per participant
<u>Aquatics</u>			
GSC Certified Instructors/Lifeguards will be provided. You must provide volunteer watchers for all your scheduled events based on ratio.			
Funoe or Canoe- Funoe-Daisies and Brownies only Canoe- Brownies and above	1 ½ hr. session Min: 6 Max:22	\$12 per participant	\$14 per participant
Pedal Boat Juniors and above	1 ½ hr. session Min: 4 Max:8	\$7 per participant	\$9 per participant
Corcls Brownies and above	1 ½ hr. session Min: 6 Max:12	\$12 per participant	\$14 per participant
Kayak- Juniors and above	1 ½ hr. session Min: 5 Max:10	\$12 per participant	\$14 per participant
Pool Daisies and above Swim test and swim caps are required.	1 ½ hr. session Min: 10 Max: up to 50	\$4 per participant per session	\$5 per participant per session

Property Guide

Mah-Kah-Wee Program Center Leader Led Activity Fee Schedule

Amanda the Armadillo Daisies and above (Nature Center)	3 hr. session Min: None Max: 24	\$1 per girl	\$2 per girl
Mailbox Trail Daisies and above	3 hr. session Min: None Max: 12	\$1 per girl	\$2 per girl
Geo-Caching Juniors and above	3 hr. session Min: None Max:10	\$3 per girl \$100 charge will be applied for lost or damaged GPS units	\$4 per girl \$100 charge will be applied for lost or damaged GPS units
GaGa Pit Daisies and above	1 ½ hr. session Min: None Max:20	\$25 per session	\$30 per session
Compass Course Brownies and above	3 hr. session Min: None Max:15	\$1 per girl	\$2 per girl

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

For groups requesting 2 or more full units.

Effective January 1 st , 2022	Capacity	Camporee Pricing
Shady Pines - Cabins	7 Cabins Max in Unit: 56 people	\$530 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
Raccoon Run – Tiny Cabins	5 Tiny cabins Max in Unit: 30 people	\$400 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
Skeeter Holler – Bunkhouse/Tents	Max in Bunkhouse: 16 people 9 Platform Tents Max in Platform Tents: 36 people	\$480 per weekend; Check-in after 4 p.m.; Check-out by noon
Shady Oaks – Yurts	4 Yurts and 1 Electric Tent Max in Unit: 26 people	\$420 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
Eagles Roost - Cabins	5 Cabins Max in Unit: 40 people	\$350 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
Firefly Cove – Platform Tents w/Electric	2 Platform Tents 4 people per tent 8 people max	\$100 per unit per weekend; Check-in after 4 p.m.; Check-out by noon

Property Guide

Riverpoint Program Center

Riverpoint Program Center is a 24-acre site located on Merritt Island in Brevard County. The Alford Lodge was built before 1880 and was renovated by Girl Scouts of Citrus Council in 1976.

Reservations

Reservations: Reservations may be requested during the school year six (6) months out from the date requested beginning the 2nd weekend of September through the 2nd weekend of May.

Throughout the year, Riverpoint Program Center hosts a variety of activities including, but not limited to: troop camping, trainings, day and weekend events, staff development activities, Alumnae events, Service projects and of course Summer Camp. During the summer months, reservations are not accepted for any activities or camping.

Riverpoint Program Center observes the same holiday closure schedule as the Council Service Center.

General Information

Alford Lodge is a beautiful two story wooden Historic Hunting lodge. The total sleeping capacity is 27 people on the first floor. One of the rooms downstairs, Staff Room B sleeps 3 and has a private bathroom and entrance. This is the room designated for male volunteers.

Other Amenities of the facility are:

- A large, shared area with couches, tables, chairs, television, books, and games.
- Full residential kitchen with two ovens, refrigerator, freezer, ice machine, microwave, coffee pots, flatware, silverware, & cups.
- Wraparound porch with picnic tables.
- Bedrooms have bunkbeds and are located downstairs and vary in capacity.
- The entire lodge has air conditioning, fans, and heat.
- There are several areas outdoors with grills and picnic tables. Outdoor equipment and cooking supplies are not provided. Please do not use and kitchen equipment for outdoor cooking. Buckets are available for dishwashing and can be requested from the Ranger.

General Supplies that are provided: Mops, brooms, hand soap, paper towels, toilet paper and garbage bags are provided.

Cleaning Supplies must be provided by troops: Dish soap, disinfectant cleaner for counters and floors, bathroom cleaners, paper towels for cleaning.

Property Guide

Outdoor Activities - Riverpoint

All activities are available for weekend and day use by reserving them through Doubleknot, which is our online reservation system. All activities are either facilitated by a GSC Certified Staff Member (facilitator led) or facilitated by an adult within the troop/group (leader led). Adults will review the information and lead the activity.

Please note:

- Activities must be booked 45 days through Holly after you have secured your Riverpoint reservation.
- Refer to the **fee schedule** for more information regarding each activity, fees, and ratios.
- Deposit is required at time of reservation and will not be confirmed without it.

To register, please go to <http://www.citrus-gs.org/en/Camp/locations.html> and complete your request.

Leader Led Activities

Minerva the Manatee Environmental Patch: Daisies and above – 24 pp max

- This Environmental Patch Program can be earned while participating in hands-on activities that focus on manatees, the environment and other marine life.
- Instructions and supplies for all the activities, are provided on location
- Activity time may vary based on grade level and amount of participants
- Patches are available for purchase through the council shop. [Order Here](#)

Flag Retirement Kit:

- Upon request, you may reserve a flag retirement kit at no cost.
- Included in your kit will be a prepared flag and instructions for the ceremony to be done at one of the fire rings.
- Please see Site Ranger for your kit.

Mailbox Trails: Daisies and above – 12 pp max

- This unique experience is a hands-on approach to outdoor education.
- Individual mailboxes are located on the trail.
- Each mailbox contains the instructions and materials for a self-led activity.
- Activity time may vary based on the weather, grade level and group size
- Patches are available for purchase through the council shop. [Order Here](#)

Property Guide

Facilitator Led Activities - GSC Certified Staff

Aquatics Program: There are a variety of aquatic activities available for troops/groups to participate in based on grade level and availability. Lifeguards and/or instructors are provided for all activities. Each session is 1 ½ hours and will include basic boating safety, paddling techniques (if applicable), and program activities.

- **Funoes** are available for Daisies and Brownies – 8 pp max.
- **Canoes** are available for Brownies and above – 16 pp max.
- **Corcls** are available for Brownies and above – 12 pp max.
- **Kayaks** are available for Juniors and above – 12 pp max.
- **Stand Up Paddleboards** are available for Juniors and above – 12 pp max.
- **Sailboats** are available for Juniors and above – 6 pp max.

Safety Guidelines

- Personal Flotation Devices (PFDs) will be provided and are required for all participants (including adults).
- Closed toe/heel water shoes or old sneakers must be always worn. Open toe/heel footwear such as Crocs or sandals, or bare feet are not permitted.
- Each group will need to provide the designated number of adult watchers for their group.
- Sessions may be cancelled due to weather conditions or temperature.

Archery Program: Brownies and above – 20 pp max. - Each session is 1 ½ hours

- Archery is skill based, competitive sport where participants shoot their arrows at a target.
- Each session will include parts of an arrow/bow, archery safety, range commands, and program activities.

Property Guide

Riverpoint Program Center Accommodations & Activity Fee Schedule			
Effective January 1 st , 2022	Capacity	GSC Use	*Out-of-Council Girl Scout Use
Room 1 Upstairs	Sleeps 12 people	\$72 per night	\$84 per night
Room 2 Upstairs	Sleeps 6 people	\$42 per night	\$50 per night
Room 3 Upstairs	Sleeps 3 people	\$21 per night	\$27 per night
Room 4 Upstairs	Sleeps 3 people	\$21 per night	\$27 per night
Room 5 Upstairs	Sleeps 3 people	\$21 per night	\$27 per night
Room 6 Upstairs	Sleeps 6 people	\$42 per night	\$50 per night
Room 7 Upstairs	Sleeps 6 people	\$42 per night	\$50 per night
Staff Room A Downstairs	Sleeps 8 people	\$56 per night	\$62 per night
Staff Room B Downstairs Designated male sleeping area,	Sleeps 3 people	\$21 per night	\$27 per night
Alford Lodge Day Rentals	50 people	\$15 per hour	\$25 per hour
GSC Certified Staff Required			
<u>Archery</u> Brownies and above	1 ½ hr. session Min: 10 Max: 20	\$5 per participant	\$10 per participant
<u>Aquatics</u>			
Certified Instructors/Lifeguards will be provided. You must provide volunteer watchers for all your scheduled events based on ratio.			
<u>Funoe or Canoe</u> Funoe-Daisies and Brownies only Canoe- Brownies and above	1 ½ hr. session Canoe - Min: 6 Max: 16 Funoe – Min:	\$10 per participant	\$12 per participant
<u>Stand Up Paddleboard-</u> Juniors and above	1 ½ hr. session Min: 5 Max: 12	\$10 per participant	\$12 per participant
<u>Sailing</u> Juniors and above	1 ½ hr. session Min: 6 Max: 12	\$10 per participant	\$12 per participant
<u>Kayak</u> Juniors and above	1 ½ hr. session Min: 5 Max: 12	\$10 per participant	\$12 per participant
<u>Corcls</u> Brownies and above	1 ½ hr. session Min: 6 Max: 12	\$10 per participant	\$12 per participant
Leader Led Activities –Does not include patch, can be purchased at the Council Shop			
Minerva the Manatee Daisies and above	3 hr. session Min: None Max: 24	\$1 per girl (Leader Led)	\$2 per girl (Leader Led)
Mailbox Trail Daisies and above	3 hr. session Min: None Max: 10	\$1 per girl (Leader Led)	\$2 per girl (Leader Led)

Property Guide

Eustis Scout House

Eustis Scout House is in Lake County and is a great facility for meetings and small events.

Reservations

The Eustis Scout House is available year-round for troop camping and various day activities, meetings, and events by reservation only. (Unless closed for maintenance & repairs). Troops can request troop camping 6 months out to the date. The Eustis Scout House observes the same holiday closure schedule as the Council Service Center.

General Information

- This Scout House is a quaint one room house that is air-conditioned and heated.
- There are tables, chairs, Wi-Fi and one bathroom, with no shower.
- The residential kitchen has a stove, microwave, refrigerator, sink, limited counter space and cooking equipment.
- Air mattresses may be brought in, or troops can sleep on the floor.

General Supplies that are provided by GSC: Mops, brooms, hand soap, paper towels, toilet paper and garbage bags are provided.

Cleaning Supplies must be provided by troops: Dish soap, disinfectant cleaner for counters and floors, bathroom cleaners, paper towels for cleaning.

There is no trash service, all groups must take trash with them when they leave.

The Eustis Scout House sits adjacent to Sunset Island Park in Eustis. The park has covered picnic tables, playground, basketball courts, skate park, and plenty of space for activities.

Eustis Parks & Rec.: <https://www.eustis.org/Parks/Sunset-Island-Park>

Eustis Scout House Facility Fee Schedule			
Effective January 1, 2022	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Eustis Scout House	Day Use: 30 people Overnight Use: 10 people	Day Use: \$20 Overnight Use: \$30	Day Use: \$30 Overnight Use: \$40

Property Guide

Melbourne Scout House

Melbourne Scout House is in Brevard County and was presented to Girl Scouts of Citrus Council in October of 1980 by the Melbourne Rotary Club.

Reservations

The Melbourne Scout House is available year-round for troop camping and various day activities, meetings, and events by reservation only (Unless closed for maintenance & repairs). Troops can request troop camping 6 months out to the date. The Melbourne Scout House observes the same holiday closure schedule as the Council Service Center. This property is not available for outside user groups.

General Information

- This Scout House is a quaint one room house that is air-conditioned and heated.
- There are tables, chairs, Wi-Fi and two bathrooms, with no shower.
- The residential kitchen has a stove, microwave, refrigerator, sink, limited counter space and cooking equipment.
- There is a large, screened porch, with picnic tables, and a portable grill.
- Air mattresses may be brought in, or troops can sleep on the floor.

General Supplies that are provided by GSC: Mops, brooms, hand soap, paper towels, toilet paper and garbage bags are provided.

Cleaning Supplies must be provided by troops: Dish soap, disinfectant cleaner for counters and floors, bathroom cleaners, paper towels for cleaning.

All trash must be disposed of in the community dumpster next to the Civic Center.

The Melbourne Scout House is located near Claude Edge Front St. Park:

<https://www.melbourneflorida.org/Home/Components/FacilityDirectory/FacilityDirectory/36/1539>

Grills are not available in the park. Troops may fish from the park's pier with an adult present that has the required Basic Water Safety training or equivalent.

Melbourne Scout House Facility & Activity Fee Schedule			
Effective January 1, 2022	Capacity	GSC Use	*Out-of-Council Girl Scout Use
Melbourne Scout House	Day Use: 40 people Overnight Use: 20 people	Day Use: \$25 Overnight Use: \$35	Day Use: \$35 Overnight Use: \$45

Property Guide

Pine Castle Scout House

Pine Castle Scout House is in Orange County and is a great facility perfect for meetings, small events, and campouts.

Reservations

The Pine Castle Scout House is available year-round for troop camping and various day activities, meetings, and events, by reservation only (Unless closed for maintenance & repairs). Troops can request troop camping 6 months out to the date. The Pine Castle Scout House observes the same holiday closure schedule as the Council Service Center.

General Information

- This Scout House has two large rooms that are air-conditioning and heat.
- There are tables, chairs, picnic tables, Wi-Fi and two bathrooms, with no shower.
- The residential kitchen has a stove, microwave, refrigerator, sink, limited counter space and cooking equipment.
- There is a large, fenced yard with a fire ring and grills.
- Air mattresses may be brought in, or troops can sleep on the floor.
- Tent camping is also permitted (providing you have a certified Troop Camper)

General Supplies that are provided by GSC: Mops, brooms, hand soap, paper towels, toilet paper and garbage bags are provided.

Cleaning Supplies must be provided by troops: Dish soap, disinfectant cleaner for counters and floors, bathroom cleaners, paper towels for cleaning

All garbage needs to be put in garbage pails outside of the building and taken to the curb.

Outdoor Activities

GaGa Pit: Daisy Girls Scouts and above – 20 participant’s max

- GaGa is a fast paced, high-energy sport played in a fenced area or pit.
- This game is like dodgeball or kickball, played with a foam ball or kickball style ball
- Instructions for the game and balls are provided upon request

Pine Castle Scout House Facility Fee Schedule			
Effective January 1, 2022	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Pine Castle Scout House	Day Use: 40 people Overnight Use: 20 people	Day Use: \$25 Overnight Use: \$35	Day Use: \$35 Overnight Use: \$45
GaGa Pit Daisies and above	1 ½ hr. session Min: None Max:20	\$25 per session	\$30 per session

Property Guide

Reserving Our Properties

Follow this link to visit our website and choose your location
<http://www.citrus-gs.org/en/Camp/locations.html>

Step 1: Select a location you would like to reserve - Scroll down and choose your location by selecting the tile for the property in which you are interested. Once on the specific property page scroll down to select either “Facility Calendar” or “Facility Search” both links will take you to Doubleknot to complete your reservation. Please read all directions at the top of the page and follow prompts to make you reservation.

When selecting your activities, please refer to the Safety Activity Checkpoints and this property guide for guidelines, appropriate grade levels, ratios, and session times. It is best to reserve activities as soon as possible, as many different troops/groups can utilize the activities at the same time and space is limited.

Sharing Properties/Activity Areas: To serve as many girls as possible, properties, activities and program spaces may need to be shared or combined at times to allow for everyone to participate. If your reservation is made on the same weekend as another group, we will contact you ahead of time to make you aware of the details. Please understand that Doubleknot will show real time information regarding other areas that have already been reserved. So please keep this in mind when making reservations.

Troop, Community, or other meetings: Scout Houses **only** may be reserved for troop meetings, ceremonies, GS Community meetings etc. There is no fee for these meetings if they follow the following criteria: total time in the building is 4 hours or less, there is no fee to attend this event and/or it is not used as a money earning activity.

Camporees and/or other large events: All Camporees that will take place at Mah-Kah-Wee Program Center will be on a rotating schedule of every other year. This will give additional communities the opportunity to enjoy our beautiful property. 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 community level, and they use **multiple units** as well as locations to support their events.

Step 2: Receive Order Receipt - Once you have completed your reservation and made your **non-refundable deposit** you will receive an Order receipt to the email you provided. Please keep in mind that deposits are non-refundable/non-transferable. ***Please read your entire order receipt as all information regarding final payment due date, cancellation policy and your property confirmation packet are attached.***

Step 3: Final payments - All final numbers and payment **MUST** be submitted 45 days prior to event start date, with no exceptions. You will receive a reminder email starting 5 days before your final payment is due.

Payment can be made through Doubleknot by logging in to your account.

Property Guide

Cancellations

If your reservation needs to be cancelled, please follow the guidelines listed below.

- Contact Customer Care by e-mail at customercare@citrus-gs.org no later than 45 days from scheduled event start date to receive a refund minus the non-refundable/non-transferable deposit amount that is required.
- If cancellation is received past the designated time frame, only half of the fees paid will be refunded not including the non-refundable/non-transferable deposit.
- If activities are cancelled by council, if the activity is less than half complete and is cancelled due to weather, we will attempt to reschedule it based on availability. If rescheduling is not possible, you will receive a refund for the remaining portion of the activity. If the activity is more than half complete, no refund will be issued.

Property Guide

General Property FAQ's

- **Can we wear flip flops from the cabin to the bathroom if we are going to take a shower?**
 - No, flip flops, crocs and crocs like shoes may only be worn in the bathroom or on the pool deck. Closed toe and closed heel shoes must be worn when traveling between locations for the safety of everyone's feet.
- **Why do we need an extra pair of old sneakers or closed toe and closed heel shoes for waterfront?**
 - The closed toe and closed heel shoes stay on your feet better when walking in the mud, the shoes protect your feet from any rocks, sticks or other items that may be in the dirt and mud and they prevent slipping.
- **Where do we find the correct ratio of girls to adults?**
 - Girls should never travel alone. Each girl should have a buddy. To locate the correct adult supervision ratios for your girls' ages, consult Volunteer Essentials and Safety Activity Checkpoints. Remember to check the ratios for any activities you may be participating in. Ratios vary according to activity.
- **It is just water, why can't we bring it in the cabin or tent?**
 - We are in the woods with lots of bugs. If the bugs find even water in the cabins and tents, they will move in. Water spills may also warp the wood in the structures. **Please, NO food or drinks, including water, in any of the cabins or tents.** Water bottles may be kept on the cabin porch rails. All food is stored in the back room of the unit house where there is a refrigerator and a door that closes to keep the animals out.
- **Why do the girls have to take a swim test and wear a swim cap?**
 - All girls will be required to take a swim test prior to swimming at our properties, this will allow the lifeguard to see each girl's abilities in the water.
 - Swim caps will be used to classify swimming abilities for all youth and will be always worn in the pool. Adults with hair longer than their shoulders must wear it tied up. Swim caps will be supplied at the pool after the swim test have been completed.
- **Can we drive the car to the unit and leave it there for the weekend?**
 - Having cars driving around increases the potential hazard for walkers. The rangers will bring the trailers to the units with your luggage. Only one emergency vehicle is permitted in the units at Mah-Kah-Wee and must remain there for the weekend.
- **We have a Dad attending our campout. He can just stay in his own cabin or tent in our unit, right?**
 - No, it is GSC property policy that men stay in a separate unit from the girls, so they have their own bathroom facility. Please be considerate of all those who will be camping with you and be sure to discuss this with your troop/group prior to arrival so all participants are aware.

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- **Why do we have to provide Volunteer Watchers at the pool and waterfront and how many do we need?**
 - It is GSUSA and GSC policy to have additional eyes to assist the lifeguard watching the girls while they are around water. To locate the correct number of watchers, consult Volunteer Essentials and Safety Activity Checkpoints. Remember to check the ratios for the various water activities. Ratios vary according to activity. Watchers are required to be 16 years or older.

- **Do I need to turn in a Troop Activity Request (TAR) if we are camping on council property?**
 - Yes, please be sure to complete a Troop Activity Request (TAR) for all activities that take place outside of the normal meeting time and/or location. Be sure that it is turned into the designated volunteer in your community for approval and signature within these designated timeframes:
 - No less than 4 weeks in advance for: Camping, High Adventure, or an activity out of council jurisdiction
 - No less than 2 weeks for all other planned activities.This will allow the necessary time for all approvals and verifications.

- **How do I know how many Outdoor Skills and First Aid volunteers I need for my campout?**
 - The required number of Outdoor Skills volunteers is 1 to 30 people, and the required number of First Aiders is 1 per troop/group or unit.

- **Can I bring my toddler to the program, I will keep them in a stroller?**
 - **TAGALONGS** are siblings, infants, friends, family members and other Girl Scouts that are not part of the troop or are not the appropriate grade level for the program/event. Even though they may have a GSUSA membership. **Tagalongs** are not permitted at events or other activities, unless specifically stated and are not covered under Girl Scout Insurance during the non- related activity.

- **Site Visits**
 - All site visits must be arranged no later than 2 weeks prior to your event and are scheduled Monday – Thursday between 10 a.m. – 4 p.m. It is highly recommended that you schedule this meeting in case you have any questions about the property or our current guidelines.

Property Guide

Guidelines for Health History/Exams 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 our events and activities.

Health History

- For general activities, all troop leaders should have current Health History on file for all members of their troop, adults as well.
- This form is to be completed by the parent/guardian and will inform the responsible adult if their Girl Scout has any special needs, allergies, current medications, and dosage, and will indicate which over the counter medication can be administered if necessary.
- When sending medications, they should be in their original containers and administered only by the designated responsible adult.
- This form should accompany the troop leader/responsible adult whenever members of the troop are going outside of their meeting place.
 - During larger events, the designated health professional will then be responsible for collecting all Health Forms, for adults and girls, distributing and logging all medications for adults and girls and monitoring anyone that may have a special need. 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 and applies to all adults accompanying a group/troop.

Health Examination/Physicals

The following guidelines must be followed for trips or activities that will last 3 nights or more, including resident camp or for activities that are physically demanding:

- A Health Examination is required for all participating members, including adults.
- Health Examination is to be completed by a medical professional and the parent or guardian. Please check www.citrus-gs.org for the most current forms available.
- This Health Examination needs to have been completed within the past 24 months of the last day of the activity. The exception is for resident camp; it needs to have been completed within the past 12 months of the last day of the camp week.
- When sending medications, they should be in their original containers and administered only by the designated responsible adult.
- The designated health professional assigned to the Camp/Trip, will then be responsible for collecting all Health Forms, for adults and girls, distributing and logging all medications for adults and girls and monitoring anyone that may have a special need.
- Copies of current shot records are also required and may be obtained from their school.

Reminders:

- For Summer Camp there will be specific information and additional forms that will be submitted through Camp Doc.