



Property Guide

Your Guide to Council Properties



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Property Guide

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Property Guide

Welcome to Girl Scouts of Citrus Council Properties!

We are excited to introduce you to the unique and inspiring properties available through Girl Scouts of Citrus Council. From troop meetings and day activities to overnight adventures and special events, our facilities provide safe, welcoming, and versatile spaces for every Girl Scout experience.

This guide is designed to help you explore the diverse properties that support Girl Scout programming, encourage outdoor adventures, and create lasting memories for girls, volunteers, and the community. Inside, you'll find detailed information on each property to assist in planning your next Girl Scout experience. Each location offers its own distinct features, amenities, and opportunities, ranging from waterfront activities and outdoor exploration to historic gathering spaces and indoor meeting rooms.

All Girl Scouts of Citrus Council properties are carefully maintained in compliance with local county and state health regulations and uphold all GSUSA safety standards, including Safety Activity Checkpoints, Volunteer Essentials, and the Risk Management Guide for Council Operations. These measures are in place to protect the health, safety, and well-being of every guest who visits our properties.

Girl Scouts of Citrus Council proudly maintains seven properties:

- Council Service Center: Our main office in downtown Orlando includes the Council Shop, administrative offices, and the Women's History and Cultural Center (WHCC).
- Mah-Kah-Wee Program Center: Our largest property, located in the quiet town of Chuluota, features over 200 acres perfect for outdoor adventures, camping, and exploration.
- Riverpoint Program Center: Nestled along the Banana River in Merritt Island, this site offers scenic views and water-based programming.
- Four Scout Houses:
 - Celia Lane Little House (Orlando)
 - Eustis Scout House (Eustis)
 - Pine Castle Scout House (Orlando)
 - Melbourne Scout House (Melbourne)

Visiting the Council Service Center

We welcome Girl Scouts, volunteers, and visitors during our business hours:

- Monday, Tuesday, and Thursday: 9:00 a.m. – 6:00 p.m.
- Wednesday: 9:00 a.m. – 7:00 p.m.
- Friday through Sunday - closed unless it is open for special events or Super Saturdays
- For updates and closures, please check our website or social media channels.

Each floor of the building serves a distinct purpose:

- The **Council Shop** is located on the first floor
- The **Women's History and Cultural Center (WHCC)** is on the second floor
- The **Administrative Offices** are on the third floor

All guests visiting the WHCC or Administrative Offices must sign in and out at the lobby kiosk before proceeding upstairs. This requirement does not apply to guests visiting the Council Shop on the first floor.

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Council Shop

There are a variety of ways to purchase items in person or online from our Council Shop. Visiting the Council Shop in person provides an opportunity for you to bring your Girl Scout and/or troop in to browse and see the newest items in the Council Shop. You can also place orders by completing this form: <https://girlscoutscscc.wufoo.com/forms/citrus-council-shop-order-form> You will receive a call from one of our retail staff members to collect payment and confirm if you will be picking the items up during business hours or if they need to be shipped.

Please click on the Council Shop link to see more information about the Council Shop, Super Saturdays, and other events throughout the year. <https://www.citrus-gs.org/en/citrus-shop.html>

Women's History and Cultural Center - WHCC

Recognizing the absence of a dedicated space to honor the contributions of women and girls in our region, the Girl Scouts of Citrus Council found that - while many local museums offer valuable exhibits highlighting influential women - none in the Orange County area focus solely on celebrating their lasting impact. In response, we were inspired to create a space that not only honors these contributions but also uplifts the stories of women and girls who have helped shape Central Florida and the world.

Many of the remarkable women who played key roles in the development of our community began their journeys as Girl Scouts. This connection further fueled our commitment to establishing a platform that preserves and promotes the historical and cultural influence of women - past, present, and future.

The Women's History & Cultural Center is open to the public.

Hours: Monday – Thursday, 10:00 a.m. – 3:00 p.m. and select Saturdays.

After-hours visits: are available by appointment.

The WHCC features:

- A permanent exhibit celebrating the legacy of Girl Scouts
- A rotating exhibit space showcasing women's achievements across history
- A cultural diversity exhibit honoring the rich heritage of our community
- An interactive Inspiration Room with fun, educational activities for youth
- A community meeting space for learning, collaboration, and events
- An outdoor pavilion for gatherings and special programs
- Unique troop and group experiences designed to educate and inspire

Come explore, connect, and be inspired by the stories of women and girls who continue to shape our world.

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Girl Scouts of Citrus Property Team: The property Rangers, Volunteer Rangers, and/or Camp hosts are responsible for maintaining, upkeep, and securing each property location. This includes ensuring the safety of all guests that are using the location and assisting 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. Below are the location contacts.

Mah-Kah-Wee Program Center	John Wallace, Head Ranger <ul style="list-style-type: none">• Cell: 386-717-9676• Email: jwallace@citrus-gs.org
Riverpoint Program Center	Becky Bolt, Camp Host <ul style="list-style-type: none">• Cell: 321-480-6919• Email: bbolt@citrus-gs.org
Eustis, Melbourne, Pine Castle, and Celia Lane Scout Houses	John Wallace, Head Ranger <ul style="list-style-type: none">• Cell: 386-717-9676• Email: jwallace@citrus-gs.org

The following information pertains to all properties within Girl Scouts of Citrus Council. Please be sure to review all the information.

Please note: A member of the property team will be assigned as your contact during your visit. If assistance is needed at Mah-Kah-Wee or Riverpoint Program Centers, there will be a member of the team onsite or within 30 minutes away. If assistance is required at one of our Scout Houses, there will be a designated contact listed in your confirmation email.

All troops/groups using the site need to know and follow the regulations and to check with the designated contact 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 contact for your visit. Please note that **the person who made the reservation** will be the contact during your visit.

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

Outside User Groups: Girl Scouts of Citrus Council is proud to offer our amazing facilities to groups and organizations outside of Girl Scouts such as corporate, non-profit, youth organizations, school groups, faith-based organizations, first responders, as well as private family events and outings.

Our locations are available for weekday opportunities and limited weekend. Elevate your next event or retreat with customizable reservations tailored to your group's needs. Depending on the location, available amenities may include meeting spaces, themed lodging, on-site catering, swimming pool, guided team-building activities, high-adventure challenge courses, and a variety of outdoor experiences designed to inspire, connect, and create memories.

For questions regarding renting our facilities for all outside user groups, please submit this [Outside User Group Request Form](#) or contact **Customer Care** at: customercare@citrus-gs.org

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Property Guidelines and Overview

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.

Reminders: For all guests visiting or staying over at any GSC property, all 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.

Group Safety, Health Care and Medications

- Youth should never walk alone on GSC property; always use the buddy/truddy system and maintain required ratios.
- Adults must never be alone with a youth. A minimum of **two unrelated, registered adults** must be present. In an emergency, one adult with two girls is acceptable.
- Follow all ratios, age requirements, and safety standards outlined in this guide, Volunteer Essentials, *and* Safety Activity Checkpoints.
- Each troop/group must have a **currently certified Troop First Aider** and a stocked first aid kit.
- All medications (prescription and OTC) must be stored securely and accessible only to the designated adult.
- Some events will have a nurse, advanced first aider, or medical staff to collect and manage medications—review event-specific details.
- Closed-toe/closed-heel shoes (sneakers, hiking boots, etc.) are required on all GSC properties. Crocs, Chacos, sandals, and flip flops are prohibited.
- Ensure every participant has a refillable water bottle, insect repellent, and sunscreen.

Drugs, Weapons, Alcohol and Smoking

- Possession or use of illegal drugs, alcohol, weapons, firearms, or explosives is strictly prohibited and will result in immediate removal from property.
- Smoking (tobacco, vaping, THC, etc.) is only permitted in designated areas approved by GSC and enforced by Rangers. It is never allowed indoors, in non-designated areas, or in the presence of girls.
- Adults must always model appropriate behavior. Inappropriate gestures, language, sexually explicit conduct, foul language, or public displays of affection are prohibited.
- Adults may never purchase, use, possess, or be under the influence of substances (illegal drugs, alcohol, or impairing medications) while participating in Girl Scout activities, conducting Girl Scout business, or wearing Girl Scout apparel.

Pets and Service Animals

- Personal pets are not permitted on GSC properties or in vehicles.
- Only registered service animals are allowed, with prior notification and documentation.
- Service animals are permitted only in public areas, not staff-only spaces or food service areas.
- They must remain on the floor, secured, and under control at all times. They may not approach others, nor should others pet them.
- If a service animal is aggressive or causes distress, you may be asked to leave the premises.

Vehicles on Property

- All vehicles must be registered, insured, and driven by a licensed, insured driver.
- Submit a list of vehicles and drivers to GSC before the event.
- Follow property speed limits, road signs, and watch for pedestrians.
- Park only in designated areas (see Rangers for details).
- At MKW: only one emergency vehicle per troop/group is permitted at each unit.
- At other properties: park in designated parking areas only.

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Luggage

- **Mah-Kah-Wee:** Drop luggage at the trailer pavilion. Rangers/Site Hosts will transport it to and from the units. At check-out, load luggage back on the trailer to be returned to the pavilion.
- **All other properties:** Luggage must be carried in and out by participants.

Program and Aquatic Areas

- Program areas (waterfront, pool, challenge course, archery, axe throwing, etc.) remain locked and may only be used under supervision of certified staff.
- Girls may not be on or fish from docks without a **Water Safety & Rescue certified adult**.
- Volunteers can complete free certification in *gsLearn*: **312 Water Safety for Parents and Caregivers – Certificate**.

Tagalongs

- Tagalongs include siblings, infants, friends, family members, or other Girl Scouts not registered with the troop/group.
- Tagalongs are covered under GSUSA insurance only at Girl Scout–sanctioned events and must be included in adult/youth ratios.
- Tagalongs and non-members are not permitted at overnight events.

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. Please contact John Wallace, Head Ranger to set up a walk through at jwallace@citrus-gs.org

Adult Volunteers

- All volunteers that are attending any overnight event must have a current GSUSA membership and an approved background check on file and have completed the GSUSA Girl Scouts Child Abuse and Neglect Prevention Course, a minimum of 2 weeks prior to the event.
- **Non-Members are never to stay overnight.**
- For troop/group events and activities, complete and submit all the necessary documentation no less than 30 days prior to the reservation date.
- All Girl Scout troops/groups that are attending any overnight activity, where outdoor cooking, camping or campfires will be taking place, 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 **Troop First Aider** and each troop/group will need to bring their own First Aid Kit.
- 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 current GSUSA membership and an approved background check on file and have completed the GSUSA Girl Scouts Child Abuse and Neglect Prevention Course, 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/Site Host/Volunteer 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, where they can pitch their own tents 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.

Property Care and Safety

- Food and drinks 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 times must be observed between the hours of 11 p.m. and 7 a.m at MKW and between the hours of 10 p.m. and 7 a.m at Riverpoint.
- Environmental Awareness: Always Practice “Leave No Trace” Principles.
 - Do not climb 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.
- Additional electrical appliances, such as: microwaves, mini fridges, air fryers, etc. may not be able to be supported electrically at our locations.
- Always confirm with the Ranger/Site Host prior to bringing additional items to avoid overloading fuses and creating a risk of fire.
- Familiarize yourself with the Emergency Action Plan and review the Property Information for each GSC location, including but not limited to emergency procedures, guidelines, local emergency contacts, hospitals, accidents, and insurance forms. Make sure all adults are aware of the plan and know the contacts at home. (See Safety Activity Checkpoints for detailed information)

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Outdoor Cooking and Campfires

Please be aware that if there is a Fire Ban in effect for the property, the Ranger/Site Host/Volunteer Ranger will notify the designated contact person prior to/or at check-in. 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.

Need to Know:

- 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.
- Firewood is provided at properties that have fire rings.
- 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 **Certified Troop Camper** 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 outdoors, all dishwashing must be done using the 3-bucket system, bathroom sinks are not to be used for dishwashing.
- At Mah-Kah-Wee and Riverpoint water coolers will be available at activities; there are also water fountains and spigots throughout the property.

Sharing Units

- To serve as many troops/groups as possible, units, activities and program spaces may need to be shared or combined at times to allow for everyone to participate.
- Bedrooms, cabins, yurts, and other individual sleeping spaces will not be shared, only sleeping spaces that are not reserved will be assigned to other troops/groups in the same unit etc.
- Please understand that if you do not rent the entire unit/building, etc. you may end up sharing with another troop/group.
- 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.
- Common areas and refrigerators will need to be shared if this is the case.
- Checkfront will show real-time information regarding other areas that have already been reserved. Keep this in mind when making reservations.

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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.

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 annually.

Reservations for Activities, Troop Camping and Troop and/or Community Meetings 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.

Reservations are required and must be processed through our reservation system Checkfront. Please refer to page 30 for reservation information.

Mah-Kah-Wee Unit Information

There are five (5) units located on the 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, water 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.

East Side Units

Raccoon Run - Maximum Sleeping Capacity: 30 people

- This unit has 5 Tiny Houses; each one has 3 bunk beds which sleep 6 people per cabin.
- Each tiny house 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 outdoor 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 sleeps 8 people per cabin.
- Each cabin has ceiling fans, air conditioning and heat.
- Cabin 2 is accessible for wheelchairs.
- 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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Skeeter Hollow - Maximum Sleeping Capacity: 16 people

- This unit has a bunkhouse
- 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.
- 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 and bathhouse 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: 24 people

- 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.
- 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.

Additional Locations

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 where 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.

Staff House – Maximum Sleeping Capacity: 12 people or Day Use 24 people

- 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 people or Day Use 100 people

- 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.

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Infirmary – For Camporees Only – Maximum Sleeping Capacity: 6 people

- This air-conditioned building is available for medical staff only during large events and camporees only. One Advanced First Aider is required for groups larger than 100 people.
- Sleeping capacity is 2 beds for the designated medical staff and 4 beds for sick use only.
- Prepared First Aid Kits are also included for units when reserving the infirmary and must be returned.

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

- This air-conditioned building can be reserved for activities, large group meals, or special events.
- There is an indoor fireplace, sound system and adjacent bathrooms available.

Food Services at Ticochee Lodge

- Meal plans are available for purchase for large events, camporees, and other times throughout the year.
- GSC Certified Food Protection Managers and ServSafe certified food handlers are permitted to use the commercial kitchen at Mah-Kah-Wee and will be responsible for the preparation, cooking and serving of the food.
- For more information regarding Food Services please contact Customer Care at customercare@citrus-gs.org

Outdoor Activities and other Locations

All activities are available on Saturdays by reserving them through Checkfront, 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 no less than 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 the time of reservation and will not be confirmed without it.

Facilitator Led Activities - GSC Certified Staff

Target Sports

Archery Program: Brownies and above – 20 participants max per session - Each session is 1½ hours

- Archery is a 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 and/or games.

Axe Throwing: Cadettes and above – 20 participants max per session – Each session is 1 ½ hours

- Axe throwing is a skill-based, competitive national sport that promotes concentration and accuracy, while using strength and determination.
- Participants will throw their axe at a wood target for traditional competition and/or games.
- Each session will include overall safety, parts of an axe throwing safety, range commands, and program activities and/or games.

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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. Sessions may be cancelled due to weather conditions or temperature. **Closed toed water shoes and/or old sneakers are required – no crocs, Chacos sandals, bare feet are permitted**

Canoes - *Brownies and above - 22 participants max per session.

*Daisy Girl Scouts may participate – only with a paid participating adult in the canoe.

- Canoes can only hold a maximum of 2 participants at one time.
- Participants will work together to navigate in a body of water using various strokes and commands.

Corcls are available for Brownies and above – 12 ppl max.

- Each Session is 1 ½ hours and will include paddling techniques and program activities.
- Corcls can only hold a maximum of 1 participant at one time.
- Closed toed water shoes and/or old sneakers are required.

Kayaks are available for Juniors and above – 10 participants max per session

- Each Session is 1 ½ hours and will include basic boating safety, paddling techniques, and program activities.
- Kayaks can only hold a maximum of 1 participant at one time.
- Participants will work to navigate in a body of water using various strokes and commands.
- Closed toed water shoes and/or old sneakers are required.

Safety Guidelines for all Boating

- Personal Flotation Devices (PFDs) will be provided and are required for all participants
- Closed toe/heel water shoes or old sneakers must always be 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.

Pool: Daisies and above – 50 ppl 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 each participant's swimming level and provide color coded swim bands.
- Adults do not need to wear swim bands.
- 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.
- Pool sessions only take place during the day.

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Challenge Course

The Nanette McLain Challenge Course is an outdoor adventure course designed to spark excitement, teamwork, and personal growth. With ropes, cables, and logs creating dynamic obstacles, the course pushes participants to climb higher, think faster, and work together to overcome challenges.

Every activity is built to inspire confidence and teamwork. While no one is ever required to complete an element, participants are encouraged to step beyond their comfort zone, discover their own strength, and experience the thrill of achievement in a safe, supportive setting.

Reminder: All adults, youth participants, and any chaperones observing from the course area must complete the digital Challenge Course waiver (linked on your booking invoice) at least two weeks before your session.

Program Options

- **Sampler Challenge-** Daisies and above – **Participants: 10 minimum/24 maximum**
 - Each session is 1 ½ hours.
 - Designed for groups that are new to teambuilding.
 - Includes 1-2 teambuilding initiatives and 1 low element.
 - Everyone must wear closed toe and heel shoes.
- **½ Day – Low Only** - Daisies and above – **Participants: 10 minimum/24 maximum**
 - Each session is 3 hours.
 - Designed for groups to come out and experience team-building games and activities.
 - Includes 1-2 team-building initiatives, 2-3 low elements.
 - Everyone must wear closed toe and heel shoes.
- **½ Day – Low and High** - Juniors and above - **Participants: 10 minimum/20 maximum**
 - Each session is 3 hours
 - Designed for groups to experience team-building initiatives and challenges.
 - Includes 1-2 ground team-building initiatives, 1 -2 low elements and 1 of the following high elements: Catwalk, Incline Log, Swing by Choice or Giants' Ladder.
 - Everyone must wear closed toe and heel shoes.
- **Climb and Zip** – Juniors and above - **Participants: 10 minimum/20 maximum**
 - 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 strenuous and advanced activities.
 - Everyone must wear closed toe and heel shoes.
- **Full Day – Teambuilding** - Juniors and above – **Participants: 10 minimum/20 maximum**
 - 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.
 - Please be sure all participants are physically fit for strenuous and advanced activities.
 - Everyone must wear closed toe and heel shoes.

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Leader Led Activities

Amanda the Armadillo Environmental Patch: Daisies and above – 24 participants 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.
- Patches are available for purchase through the council shop.

Compass Program: Brownies and above – 15 participants max

- Learn the basics of orienteering
- Have fun learning compass games and other skills.
- Please see Site Ranger/Host for your Program Box.
- Patches are available for purchase through the council shop

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 the Ranger/Site Host/Volunteer Ranger for your kit.

GaGa Pit: Daisies and above

- The game of Gaga is like dodgeball or kickball, played with a foam ball or kickball style ball that is a fast, high-energy sport played in a gated area.
- Please see Site Ranger for your instructions and supplies.
- There are two Gaga Pits at Mah-Kah-Wee
 - East Side Gaga Pit next to the Challenge Course – **20 participants max**
 - Note: Participants are only permitted to be in the Gaga Pit area and not on/in the Challenge Course area.
 - West Side Gaga Pit next to the Day Site Pavilion – **12 participants max**

Geocaching: Juniors and above – 20 participants max

- Use orienteering skills and GPS (global positioning system) units.
- Directions are included with each kit as well as the coordinates at MKW.
- There are 10 GPS units available, no more than 2 girls per GPS unit.
- Please see Site Ranger for your Program Box.
- GPS devices, private coordinates, phones are not allowed

Hiking:

- Troops/Groups may hike on one of the two trails
 - Purple - East Side
 - Blue - West Side
- Always be sure that everyone is prepared for the weather.
- 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 participants max

- This unique outdoor experience is a hands-on approach to fun in nature.
- Mailboxes are located off each of our hiking trails
 - Purple - East Side by Skeeter Hollow
 - Blue – West Side in between Shady Oaks and Eagles Roost
- Each mailbox contains the instructions and materials for a self-led activity.
- Patches are available for purchase through the council shop.

Property Guide

Troop and/or Service Community Meetings

The **Nature Center** may be reserved for troop meetings, ceremonies, and service community meetings Monday through Thursday, from 5:00 pm – 9:00 pm. There is no fee to host these meetings if the following criteria is met: total time in the building is 4 hours or less, there is no additional fee charged to attend and/or it is not used for a money-earning activity. The Nature Center is an air-conditioned space, with access to two bathrooms, tables and chairs. Maximum Capacity is 30 ppl.

➤ **Guidelines for Meetings**

- Reservations are required through Checkfront, our reservation system.
- Accessibility to the property is only during the designated time and dates reserved.
- Upon arrival, the Ranger/Site Host will check you in and be your onsite contact.
- Participants are not permitted to wander anywhere else on property.
- Please remember to follow all clean-up and kaper procedures for the areas you are using.
- Put away everything you have used, do not leave any food or drinks.
- All trash needs to be properly disposed of and tied off in the garbage pails.
- Contact the Ranger/Site Host to be checked out.

Property Guide

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

Effective September 1 st , 2025	Capacity	GSC Day Use	GSC Overnight Use	*Out-of-Council Girl Scout Day Use	*Out-of-Council Girl Scout Overnight Use
Shady Oaks - Yurts	6 people per yurt	n/a	\$60 per yurt per night	n/a	\$70 per Yurt per night
Shady Pines & Eagles Roost Cabins	8 people per cabin	n/a	\$80 per cabin per night	n/a	\$90 per cabin per night
Raccoon Run Tiny Cabins	6 people per house	n/a	\$60 per tiny house per night	n/a	\$70 per tiny house per night
Skeeter Hollow Bunkhouse	16 people	n/a	\$125 per night	n/a	\$140 per night
Creative Cottage (Does not include supplies)	Min: n/a Max: 60 people day use	\$100 per day use	n/a	\$125 per day use	n/a
Day Pavilion	Min: n/a Max: 100 people	\$125 full day \$65 per half day use(4hrs)	n/a	\$150 full day use \$75 per half day use(4hrs)	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	\$100 per night	n/a	\$125 per day night
Ticochee Lodge (Does not include use of kitchen or meal plan)	Max Capacity: 200 people for Program 125 people per meal	\$250 full day \$150 per half day use(4hrs) \$350 per weekend event	n/a	\$350 full day use \$200 per half day use (4hrs) \$500 per weekend event	n/a
Kitchen Use For information regarding kitchen usage, contact Customer Care at customercre@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 (Camporee only) 2 people max -1 Medical and 1 Leadership	n/a	n/a	\$125 per weekend (includes First Aid Kits)	n/a	\$175 per weekend (includes First Aid Kits)
Staff House (Has full kitchen)	Min: n/a Max: 24 people day use, 12 people overnight	\$100 per day use	\$175 per night use	\$125 per day use	\$275 per night use
STEAM Center – Arts Barn Stage/Program Area No AC	Max:30people	\$75 per day use	n/a	\$100 per day use	n/a

Property Guide

Mah-Kah-Wee Program Center Activity Fee Schedule – GSC Certified Staff Required

Challenge Course Program

- GSC Certified Facilitators will be provided.
- Participation in the GSC Challenge Course is a progression-based program focused on specific outcomes that are based on intentional learning, critical thinking and group cooperation through physical and mental challenges and debriefs.

	Program/Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Sampler Challenge Daisies and Brownies 1 ½ hr. session	Team building games and low elements. Min: 10 Max:24	\$15 per participant	\$20 per participant
1/2 Day Low only Brownies and above 3 hr. session (9 a.m.-12 or 1-4 p.m.)	Lows only: games, ground initiatives, and low elements (no climbing) Min: 10 Max:24	\$35 per participant	\$40 per participant
1/2 Day Low/High Juniors and above 3 hr. session (9 a.m.-12 or 1-4 p.m.)	Low/High includes ground initiatives, low elements and 1 high element. Min: 10 Max:20	\$45 per participant	\$50 per participant
Full Day Team Building- Juniors and above 6 hr. session (9 a.m.-noon & 1-4 p.m.)	Full Day includes games, ground initiatives, multiple low elements and 1 high element. Min: 10 Max:20	\$75 per participant	\$80 per participant
Climb & Zip Juniors and above 3 hr. session (9 a.m.-noon or 1-4 p.m.)	This session is for those Girl Scouts that have previous GSC Challenge Course experience on High Elements Min: 10 Max:16	\$45 per participant	\$50 per participant

Aquatics Programs

- GSC Certified Instructors/Lifeguards will be provided. Swimmer level verification (Swim Test) required for pool
- You must provide volunteer watchers (not someone that will be participating) for all your scheduled events based on ratio, please see description.

	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Canoe Brownies and above Daisies can participate with a paid participating adult	1 ½ hr. session Min: 6 Max:22	\$15 per participant	\$20 per participant
Corcls Brownies and above	1 ½ hr. session Min: 6 Max:12	\$15 per participant	\$20 per participant
Kayak Juniors and above	1 ½ hr. session Min: 6 Max:10	\$15 per participant	\$20 per participant
Pool All Ages Swim Test Required	1 ½ hr. session Min: 10 Max:50	\$5 per participant	\$7 per participant

Property Guide

Mah-Kah-Wee Program Center Activity Fee Schedule – GSC Certified Staff Required

Target Sports Programs

- GSC Certified Facilitators will be provided.

	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Archery Brownies and above	1 ½ hr. session Min: 10 Max:20	\$9 per participant	\$14 per participants
Axe Throwing Cadettes and above	1 ½ hr. session Min: 6 Max:20	\$12 per participant	\$17 per participants

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

Leader Led Programs

- Adults in the troop/group will use the program guides instructions to facilitate the activity.

	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Amanda the Armadillo All Grade Levels Patches can be purchased at the Council Retail Shop	3 hr. session Min: None Max: 24	\$3 per girl	\$4 per girl
Mailbox Trail Blue Trail – CSA Purple – DBJ Patches can be purchased at the Council Retail Shop	3 hr. session Min: None Max: 12	\$3 per girl	\$4 per girl
Geo-Caching Juniors and above	3 hr. session Min: None Max:10	\$4 per girl \$100 charge will be applied for lost or damaged GPS units	\$5 per girl \$100 charge will be applied for lost or damaged GPS units
GaGa Pit – East Side All Grade Levels	1 ½ hr. session Min: None Max:20	\$35 per session	\$40 per session
GaGa Pit – West Side All Grade Levels	1 ½ hr. session Min: None Max:12	\$20 per session	\$25 per session
Compass Program Brownies and above Patches can be purchased at the Council Retail Shop	3 hr. session Min: None Max:16	\$3 per girl	\$4 per girl

Property Guide

Camporees - 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.

- Camporees may be reserved on an every-other-year rotation to provide an opportunity for all communities to host their camporees at Mah-Kah-Wee.
- Dates are predetermined annually and released to the Camporee Teams prior to the beginning of each membership year.
- Staff will work directly with Camporee Coordinators to schedule and support their camporees.
- If camporee teams do not reserve dates, they will be released for individual troops or other activities 90 days from the date.
- To host a camporee, Camporee Coordinators are required to take training annually. It is highly encouraged that all members of the Camporee Leadership team take the training as well.

Please Note: For additional locations and activities that will be used during the camporee, which are not on this Camporee fee schedule, please refer to the general fee schedule for those items.

Mah-Kah-Wee Program Center Camporee and Large Group Facility Fee Schedule		
For groups requesting 2 or more full units.		
	Capacity	Camporee Pricing
Shady Pines - Cabins	7 Cabins Max in Unit: 56 people	\$840 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	\$450 per unit 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	\$600 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
Ticochee Lodge	Max Capacity: 200 people for Program 125 people per meal	\$350 per weekend; Check-in after 4 p.m.; Check-out by noon
Creative Cottage	Max: 60 people day use	\$150 per weekend; Check-in after 4 p.m.; Check-out by noon
Infirmary	Max 2 beds 1 for medical personnel 1 for leadership team. 4 beds must remain empty for those that are ill.	\$125 per weekend; Check-in after 4 p.m.; Check-out by noon

Property Guide

Riverpoint Program Center

Riverpoint Program Center spans 24 acres on Merritt Island in Brevard County, nestled between the Indian River and the Banana River. At the heart of the property is the Alford Lodge, a two-story wooden structure built before 1880. Originally a hunting lodge, it was lovingly renovated in 1976 by the Girl Scouts of Citrus Council and remains a cherished centerpiece of the site.

Today, Riverpoint continues to connect girls with nature, history, and each other. The property hosts summer camp programs, outdoor skill-building, and waterfront exploration, along with space for troop meetings, leadership development, and community events. Whether girls are kayaking, discovering wildlife, or gathering in the lodge, Riverpoint provides a safe and inspiring place for Girl Scouts to grow in confidence, develop leadership skills, and create lasting memories.

Amenities

- **Sleeping Capacity:** Accommodates up to 50 people across two floors.
- **Sleeping Arrangements:** Bedrooms with bunk beds are located both upstairs and downstairs, with varying capacities.
- **Bathrooms:** Two large bathrooms with multiple showers and toilets, plus a private single full bath located in the back apartment.
- **Gathering Space:** A spacious common room furnished with couches, tables, chairs, television, books, and games—perfect for group activities or relaxation.
- **Kitchen:** Full residential kitchen equipped with two ovens, refrigerator, freezer, ice machine, microwave, coffee makers, flatware, silverware, cups, pots and pans.
- **Porch & Picnic Areas:** Wraparound porch with picnic tables, plus several outdoor areas with grills and picnic tables.
- **Climate Control:** Entire lodge has air conditioning, fans, and heating.
- **Outdoor Cooking:** Outdoor equipment and cooking supplies are not provided. Please do not use kitchen equipment for outdoor cooking. Buckets for dishwashing are available upon request from the Camp Host/Volunteer Ranger.
- **Waterfront Access:** Use of the dock requires a certified Water Safety facilitator or lifeguard to be present.

Property Reservations

Reservations may be made 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.

Reservations are required and must be processed through our reservation system Checkfront.

Property Guide

Guidelines and Information for Troop Camping

Reminder: If the entire lodge is not reserved, other troops/groups can share the facility with you. All program areas, living spaces, bathrooms, and kitchens may be shared. Bedrooms are reserved per room and multiple troop/groups are not placed in the same bedroom.

General Supplies that are provided: Mops, brooms, hand soap, paper towels, toilet paper and garbage bags are provided. All trash needs to be tied off and properly disposed of in the dumpster using the cart located at the back of the kitchen.

Troops must provide the following supplies: Dish soap, disinfectant cleaner for counters and floors, bathroom cleaners, paper towels for cleaning.

Check-in: For those checking in on Friday, check-in will take place at the lodge 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.

- 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 receive a phone call from the Camp Host/Volunteer Ranger two weeks prior to the check-in date.
- Upon the group's arrival, the Camp Host/Volunteer Ranger will meet with the contact person to discuss any additional information for the weekend i.e., weather, activity changes, fire bans etc.
- Anyone within the group that arrives after the initial check-in will need to contact you
- The gate will be open, and you will receive the combination for the lock upon arrival for your group to use throughout the weekend.
- The gate should remain locked, unless you have multiple people coming throughout the day.
- Be sure to confirm with the Camp Host/Volunteer Ranger the schedule of those coming and going.

Check-out: The checkout is no later than noon on Sunday.

- Your troop/group will need to finish packing up and cleaning up all areas prior to the Camp Host/Volunteer Ranger checking them out.
- Please be sure to follow the **Check-out Procedures** for the lodge and grounds. 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.
- Thirty minutes before your group is ready to be checked out, contact the Camp Host/Volunteer Ranger so they can be there when you have the facility ready to be inspected. The lodge and grounds must be in an acceptable condition for you to be checked out.
- Please remember that everyone must help with this process and the participants cannot leave Riverpoint until check out is finished.

Outdoor Activities

All activities are available on Saturdays by reserving them through Checkfront, which is our online reservation system. Activities are either facilitated by a GSC Certified Staff Member for facilitator led or by an adult within the troop/group for leader led, where adults will review the information and lead the activity.

Please note:

- **Activities must be booked no less than 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 the time of reservation and will not be confirmed without it.
- Activities are scheduled and confirmed based on the availability of facilitators.

Property Guide

- Be sure to review grade levels for each activity which can be found in this 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.

Canoes are available for Juniors and above – **16 participants max per session.**

- Each Session is 1 ½ hours and will include basic boating safety, paddling techniques, and program activities.
- Canoes can only hold a maximum of **2 participants** at one time.
- Participants will work as a team to navigate in a body of water using various strokes and commands.
- Closed toed water shoes and/or old sneakers are required.

Corcls are available for Brownies and above – 12 ppl max.

- Each Session is 1 ½ hours and will include paddling techniques and program activities.
- Corcls can only hold a maximum of 1 participant at one time.
- Closed toed water shoes and/or old sneakers are required.

Kayaks are available for Juniors and above – 10 ppl max.

- Each Session is 1 ½ hours and will include basic boating safety, paddling techniques, and program activities.
- Kayaks can only hold a maximum of 1 participant at one time.
- Participants will work to navigate in a body of water using various strokes and commands.
- Closed toed water shoes and/or old sneakers are required.

Stand Up Paddleboards are available for Juniors and above – 10 ppl max.

- Each Session is 1 ½ hours and will include paddling techniques and program activities.
- Paddle-boards can hold a maximum of 1 participant at one time.
- Participants will work to navigate in a body of water using various strokes and commands.
- Closed toed water shoes and/or old sneakers are required.

Safety Guidelines

- Personal Flotation Devices (PFDs) are required for all participants (including adults).
- 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.
- Water coolers will be provided.
- **Please note:** Restrooms are not available on the Sykes Creek side of the property, be sure to use restrooms in the lodge prior to session.

Archery Program: Brownies and above – 20 participants max per session - Each session is 1½ hours

- Archery is a 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 and/or games.
- Sessions may be cancelled due to weather conditions or temperature.
- Water coolers will be provided.
- **Please note:** Restrooms are not available on the Sykes Creek side of the property, be sure to use restrooms in the lodge prior to session.

Property Guide

Leader Led Activities

Minerva the Manatee Environmental Patch: Daisies - Juniors – 24 ppl 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.

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 Camp Host/Volunteer Ranger for your kit.

Mailbox Trail: Daisies and above – 12 ppl 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.

Mini Camporees

- Mini Camporee programs are an all-inclusive, one-price experience that will include lodging and activities for up to 47 people.
- Food options are available for an additional cost.

Troop and/or Service Community Meetings: The main room on the first floor of the Alford Lodge may be reserved for troop meetings, ceremonies, and service community meetings Monday through Thursday, from 5:00 pm – 9:00 pm and on Sunday afternoons and evenings. There is no fee to host these meetings if the following criteria is met: total time in the building is 4 hours or less, there is no additional fee charged to attend and/or it is not used for a money-earning activity.

Guidelines and Information for Troop/Community Meetings

- Reservations are required through Checkfront, our reservation system.
- Accessibility of the property is only during the designated time and dates reserved.
- Upon arrival, the Site Host/Volunteer Ranger will check you in and be your onsite contact.
- Bedrooms on the first floor and upstairs are not accessible during the meetings.
- Access is limited to the first-floor main room, bathrooms, kitchen, and outside space.
- Please remember to follow all clean-up and kaper procedures for the areas you are using.
- Put away everything you have used, do not leave any food or drinks in the kitchen.
- All trash needs to be tied off and properly disposed of in the dumpster using the cart located at the back of the kitchen.
- Contact the Camp Host/Volunteer Ranger to check out.

Property Guide

Riverpoint Program Center Accommodation & Activity Fee Schedule			
	Capacity	GSC Use	*Out-of-Council Girl Scout Use
Room 1 Upstairs	12 people per room	\$96 per night	\$106 per night
Room 2 Upstairs	6 people per room	\$48 per night	\$58 per night
Room 3 Upstairs	3 people per room	\$24 per night	\$34 per night
Room 4 Upstairs	3 people per room	\$24 per night	\$34 per night
Room 5 Upstairs	3 people per room	\$24 per night	\$34 per night
Room 6 Upstairs	6 people per room	\$48 per night	\$58 per night
Room 7 Upstairs	6 people per room	\$48 per night	\$58 per night
Staff Room A Downstairs	8 people per room	\$64 per night	\$74 per night
Staff Room B Downstairs Designated male sleeping area	3 people per room	\$24 per night	\$34 per night
Please note -Bunk sizes vary between youth and full size			
GSC Certified Staff Required			
<u>Archery</u> Brownies and above	1 ½ hr. session Min: 10 Max: 20	\$9 per participant	\$14 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>Canoe</u> Juniors and above	1 ½ hr. session Canoe - Min: 6 Max: 16	\$15 per participant	\$20 per participant
<u>Corcls</u> Brownies and above	1 ½ hr. session Min: 6 Max: 12	\$15 per participant	\$20 per participant
<u>Kayak</u> Juniors and above	1 ½ hr. session Min: 5 Max: 10	\$15 per participant	\$20 per participant
<u>Stand Up Paddleboard-</u> Juniors and above	1 ½ hr. session Min: 5 Max: 10	\$15 per participant	\$20 per participant
Leader Led Activities –Does not include patch, can be purchased at the Council Shop			
Minerva the Manatee All Grade Levels	3 hr. session Min: None Max: 24	\$3 per girl (Leader Led)	\$4 per girl (Leader Led)
Mailbox Trail DBJ	3 hr. session Min: None Max: 10	\$3 per girl (Leader Led)	\$4 per girl (Leader Led)

Property Guide

Girl Scouts of Citrus Council Scout Houses

These locations may be used for a variety of activities including, but not limited to troop meetings, sleepovers, troop camping, day activities, bridging ceremonies, etc.

Troop and/or Service Community Meetings: Scout Houses may be reserved for troop meetings, ceremonies, and service community meetings during the designated timeslots available. There is no fee to host these meetings if the following criteria are met: total time in the building is 4 hours or less, there is no fee charged to attend and/or it is not used for a money-earning activity. **Reservations are required.**

All reservations must be processed through the GSC property reservation system Checkfront. Scout Houses are available to be reserved at **no cost for troop meetings** during the week for the following times. 9:00am – 1:00pm, 1:30 pm – 4:30pm, and 5:00pm – 9:00pm – Monday through Thursday, only the first two times are available on Friday.

Be sure to follow the following guidelines:

Check in:

- Troop Meetings/Day Use - During the week there are multiple troops who meet at the Scout Houses. When your troop arrives at your reserved time slot, please use your designed key code to access the building. (Please note that your code will only work for the dates and times you have reserved in our system)
- For guests spending the weekend, check-in is on Friday between the hours of 5 p.m. and 7 p.m.
- 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 in good standing and secure. If there is a serious issue or an emergency, immediately contact the designated Ranger/Site Host that is scheduled for the weekend you are there.

Check-out:

- Always leave the location better than you found it.
- Check out no later than scheduled time slot.
- For guests spending the weekend, checkout is no later than noon on Sunday.
 - Please be sure to follow the Check-out Procedures or Kapers for your location.
 - 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.

Property Guide

Celia Lane Scout House

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

Reservations

The Celia Lane Scout House is available during the school year six (6) months out from the date requested beginning the 2nd weekend of September through the 2nd weekend of May. (Unless closed for maintenance & repairs). Celia Lane Scout House observes the same holiday closure schedule as the Council Service Center.

General Information

- The main building is wheelchair accessible, has a large hall that is air-conditioned with a fireplace, tables and chairs, screened porch, a large, fenced yard, outdoor seating, fire ring and grills.
- The residential kitchen has an induction stove (specific cooking pans are provided), microwave, refrigerator, and minimal kitchen supplies (Cooking is not allowed in the fireplace).
- Two bathrooms: one with three toilets and two sinks and one that is wheelchair accessible with a toilet, sink and shower.
- For overnight accommodations, 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.

Troops must provide the following supplies: 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 – Leader Led

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

Mailbox Trails: Daisy through Junior Girl Scouts – 12 ppl max

- This unique experience is a hands-on approach to outdoor education.
- Each mailbox contains the instructions and materials for a self-led activity.
- Patches are available for purchase through the council shop.

Celia Lane Scout House Facility Fee Schedule			
	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Facility Use	Day Use: 40 people Overnight Use: 20 people	Day Use: \$25 Overnight Use: \$35	Day Use: \$35 Overnight Use: \$45
GaGa Pit - All Levels	1 ½ hr. session - Max:20	\$25 per session	\$30 per session
Mailbox Trail - DBJ	3 hr. session – Max: 12	\$3 per girl	\$4 per girl

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 during the school year six (6) months out from the date requested beginning the 2nd weekend of September through the 2nd weekend of May. (Unless closed for maintenance & repairs).

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.

Troops must provide the following supplies: 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 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			
	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Eustis Scout House	Day Use: 30 people Overnight Use: 10 people	Day Use: \$25 Overnight Use: \$35	Day Use: \$35 Overnight Use: \$45

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 during the school year six (6) months out from the date requested beginning the 2nd weekend of September through the 2nd weekend of May. (Unless closed for maintenance & repairs).

The Melbourne 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 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.
- 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.

Troops must provide the following supplies: 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			
	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 during the school year six (6) months out from the date requested beginning the 2nd weekend of September through the 2nd weekend of May. (Unless closed for maintenance & repairs).

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.

Troops must provide the following supplies: 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			
	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 All Grade Levels	1 ½ hr. session Min: None Max:20	\$25 per session	\$30 per session

Property Guide

Property Reservations and Information

Girl Scouts of Citrus Council members or out of council Girl Scout members that would like to make reservations for the use of our properties are to use our online reservation system, Checkfront, which can be accessed by following this link: <https://girl-scouts-of-citrus-council.checkfront.com/reserve/>

- Reservations may be requested during the school year six (6) months from the date requested.
- All property locations observe the same holiday closure schedule as the Council Service Center.
- For Outside User Groups that are not affiliated with Girl Scouts, please contact Customer Care at customercare@citrus-gs.org and they will direct you the correct person.

To begin your reservation process:

- Go to the calendar on the left side of the screen to select an available date
 - Scroll across the top to select a location for lodging or activities
 - Select along the left side the unit or type of activity
 - Scroll down and select your choices
 - Scroll down and choose your location by selecting the tile for the property in which you are interested. Please follow the prompts to make your reservation.
- **Reminder:** 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.

Payments

- Upon completing your reservation request you will be required to pay a 25% deposit which includes a \$100 non-refundable/non-transferable deposit. This deposit can be paid directly through the Checkfront system.
- The balance for your reservation will be due no later than 45 days prior to the date of your reservation. You will receive an email reminder 60 days prior to the date of your reservation and will be able to make final payment through the Checkfront system.
- Additional payments may be made by contacting Customer Care directly, and they will connect you with Council Support Services to receive your payments.

Cancellation Policy

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 timeframe, only half of the fees paid will be refunded not including the non-refundable/non-transferable deposit.
- If the council cancels activities due to circumstances beyond our control such as weather and if the activity is less than half complete, 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

Communications and Confirmation Emails

- All communications and invoices will be sent to the person making the reservation.
- Every reservation will receive an invoice and an email confirmation with a link to upload all the required information and complete any required waivers no later than 30 days before arrival.
- Be sure to review the email, property guide and information in its entirety and communicate the information to all the adults and youth in your group.

For questions regarding property reservations, please contact **Customer Care** at customercare@citrus-gs.org and be sure to put Property Reservations in the subject line

Property Guide

General Property FAQ's

1) Can we wear flip flops walking from the cabin to the bathroom if we are going to take a shower?

- No, flip flops, Crocs and Chaco 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.

2) Why do we need closed toe and closed heel water shoes for the waterfront?

- Closed toe and closed heel shoes protect your feet while walking in the mud, and protect your feet from any rocks, sticks or other objects. They are also more secure on your feet and to prevent you from potential slip and falls.

3) 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. Ratio varies according to activity.

4) 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 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.

5) Why do the girls have to take a swim test and wear a swim band?

- 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 bands will be used to classify swimming abilities for all youth and will be always worn in the pool. Adults do not need to wear a band.

6) Can we drive the car to the unit and leave it there for the weekend?

- Having cars driving around increases the potential hazard for anyone walking on the property. 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.

7) We have a father attending our campout, can he stay in our unit?

- GSUSA and GSC require 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.

Property Guide

8) What are Volunteer Watchers and why do we need them at the pool and/or waterfront? How many?

- GSUSA and GSC require that we have additional eyes to assist the lifeguard watching the girls while they are around water.
- It is the troop/group's responsibility to make sure the watchers are pre-selected for each activity and meet with the Lifeguard and/or facilitator prior to the participants getting in the 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. Ratio varies according to activity. Watchers are required to be 16 years or older.

9) How do I know how many Troop Campers and First Aid volunteers do I need for my campout?

- The required number of Troop Camper volunteers is 1 to 30 people, and the required number of First Aiders is 1 per troop/group or unit.

10) Am I able to walk out on the new dock at Riverpoint?

- Girl Scouts should never go on or fish from any dock without a person that has been trained and certified in Water Safety and Rescue.
- This free certification is available for all registered volunteers to take, please go to your gsLearn account and look for: **312 Water Safety for Parents and Caregivers – Certificate**
- Once you have completed this course, please upload your certification to gsLearn and in the property reservation link.

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, 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.
- The 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 be 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, 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.