

Property Guide



Property Guide

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Property Guide

Welcome to Girl Scouts of Citrus Council 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.

Girl Scouts of Citrus Council has seven properties located throughout Central Florida:

The Council Service Center, which is our main headquarters, is located in downtown Orlando. Mah-Kah-Wee Program Center, which is our largest property and spans over 200 acres, is located in Chuluota. Riverpoint Program Center is located directly on the Banana River in Merritt Island. There are also four Scout Houses: Celia Lane Little House in downtown Orlando, Eustis Scout House in Eustis, Pine Castle Scout House in the Pine Castle neighborhood of Orlando and Melbourne Scout House in Melbourne.

Please remember that Girl Scouts of Citrus Council (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 Guide for Council Operations.

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 Council Shop
- Located on the second floor the Women's History and Cultural Center(WHCC)
- Located on the third floor is the Administrative Offices

Girls and volunteers are welcome to stop by the Council Service Center Monday, Tuesday, and Thursday, 9 a.m. – 6 p.m. and Wednesday 9 a.m. – 7 p.m. The Council Service Center and Council Shop are closed on Fridays and other days throughout the year. All properties adhere to the council holiday schedule. Please check our website or social media for the most recent updates.

Council Shop

There are a variety of ways to purchase items in person or online from our Council Shop. Come and visit our Council Shop in person. This provides an opportunity for you to bring your Girl Scout and/or troop in to browse and see all the awesome items the Council Shop has to offer. 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>

You can also place orders by email for store pickup. You may order your items by filling out our online order form below. You will receive a call from one of our retail staff members to collect payment and set up a pick-up time for you to come in during business hours. <https://girlscoutsc.org/forms/citrus-council-shop-order-form>

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Women's History and Cultural Center - WHCC

In 2005, a group of local Girl Scout alumnae began adding to the Citrus Council collection of vintage Girl Scout items, forming the GSC Archive Team. As the collection grew, they leveraged opportunities to exhibit both locally and nationally – and the dream of establishing a museum was born. With Council leadership, a wider vision evolved, resulting in a facility that celebrates the contributions that all women and girls have made to our history and rich cultural diversity, while establishing a permanent exhibit of Girl Scout memorabilia.

In June of 2019, Orange County Government, through the Arts & Cultural Affairs Program, established a grant to partially fund construction of the Women's History & Cultural Center. Together with funding provided by the GSC Archive Team and other donors, the dream was ready to become reality. Three years later, the Women's History & Cultural Center is open to the public.

The facility features:

- A permanent Girl Scout exhibit.
- Rotating exhibit space to focus on women's contributions throughout our history.
- An exhibit celebrating our rich cultural diversity.
- An inspiration room for youth with fun activities.
- Community meeting space providing a place for people to gather to learn and collaborate.
- An outdoor pavilion.
- Hours are: Monday – Thursday, 10:00 a.m. – 3:00 p.m. and on select Saturdays.

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Girl Scouts of Citrus Property Team: The property rangers, volunteer rangers, and/or site hosts are responsible for maintaining, upkeeping 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, Property Director <ul style="list-style-type: none"> • Cell: 386-717-9676 • Email: jwallace@citrus-gs.org Jarrett Brown, Site Host/Ranger <ul style="list-style-type: none"> • Cell: 321 – 451 -2449 • Email: jbrown@citrus-gs.org
Riverpoint Program Center	Becky Bolt, Site Host <ul style="list-style-type: none"> • Cell: 321-480-6919 • Email: bbolt@citrus-gs.org
Eustis, Melbourne, Pine Castle Scout Houses	John Wallace, Property Director <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. 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, Property Director 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 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 **Customer Care** at: customercare@citrus-gs.org and they will connect you with the staff contact.

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Property Reservation Questions and Information: Reservations are made through our online reservation system, Checkfront, which can be accessed through our reservation website: <https://girl-scouts-of-citrus-council.checkfront.com/reserve/>

- 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.
- Everyone that makes a reservation at one of our properties will receive an email confirmation with next steps.
- Please 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.
- All property locations observe the same holiday closure schedule as the Council Service Center.

Property Guidelines and Overview: 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.

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

- When participating in any event Girl Scouts/youth should never walk around alone; always use the buddy/truddy system.
- Adults should never be alone with any youth, a minimum of two unrelated, registered adults should always be present or in the case of an emergency, one adult and two youths can be together.
- Please adhere to all ratios, age requirements and safety standards found in Volunteer Essentials, and Safety Activity Checkpoints.
- All troops/groups must always have a currently certified Troop 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 participating in any activity outdoors or on any GSC property, you **MUST** wear closed toe and closed heel shoes. (Sneakers, hiking boots, etc.) Crocs and Chaco type sandals are not permitted.
- Be sure everyone has a refillable water bottle, bug spray and sunblock.

Pets and Service Animals

- Personal pets are not permitted in vehicles or on GSC properties.
- Only registered service animals are permitted to be used for assistance with prior notification and proper documentation.
- Service animals are only allowed in public areas, never anywhere that is restricted to staff only or where food is being prepared or served.
- Service animals must always remain on the floor, secure and in control at all times.

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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 tobacco, THC products, vaping, etc. is to never be done inside any buildings, in non-designated smoking areas, and never in the presence of girls/participants.
- It is the responsibility of all adult Girl Scout volunteers to model the right behavior in front of any Girl Scout member, staff, volunteer, or constituent, which includes but is not limited to: using inappropriate gestures, language, and dancing, provocative or inappropriate displays of public affection, any sexually explicit intent, behavior, or use of foul language.
- Volunteers may not purchase, consume, possess or be under the influence of alcohol, illegal drugs/substances, prescription drugs, or over-the-counter medications which impair performance or judgment while participating in Girl Scout sanctioned activities, in the presence of Girl Scout members, while conducting Girl Scout business, or in Girl Scout branded clothing.
- Alcohol or any substance which may impair one's judgment must never be used by volunteers, adult members, or any other adult in the presence of a youth member, or immediately prior to a Girl Scout activity with your troop

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, see Rangers for specifics.
- At MKW only one Emergency vehicle from each group will be allowed in each unit.
- At all other properties, park in the designated parking spaces.

Luggage

- At Mah-Kah-Wee – all luggage is dropped at the trailer pavilion. Please be sure that all luggage is secure on the trailer if applicable. When the group has checked in, the Ranger/Site Host will bring the trailer back to the unit. After the program has ended, luggage is to be loaded back on the trailer and the Ranger/Site Host will return the trailer to the pavilion for pick up.
- At all other properties, luggage is carried in.

Program Areas

- All program areas, including waterfront, pool, challenge course, archery, axe, etc. are always kept secure and are only to be accessed when the appropriate certified staff are present.
- Girl Scouts should never go on docks without a person that has been trained and certified in Water Safety and Rescue.

Tagalongs

- Tagalongs are defined as siblings, infants, friends, family members and other Girl Scouts that are not part of the troop/group and/or are not registered members are not permitted at non approved events/ activities, unless specifically stated, and will not be covered under insurance.
- If tagalongs are permitted, then they will be covered under the general GSUSA membership insurance as long as the event is a Girl Scout sanctioned event, and all youth are included in the adult/youth ratio. Non-members and/or Tagalongs are not permitted at overnight events.

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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, complete the required **form** that is included in your confirmation email to include the approved TAR, rosters, certifications, vehicle information etc.no less than 30 days prior to the reservation date.
- 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 **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.

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/Site Host 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.

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 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 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/Camp Host prior to bringing additional items to avoid overloading fuses and creating a risk of fire.
- Always 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, accident, 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 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.

- 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 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 outdoors, all dishwashing must be done using the 3-bucket system, bathroom sinks are not to be used for dishwashing.

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, Property Director to set up a walk through at jwallace@citrus-gs.org

Reminders

- Please be sure to complete a Troop Activity Request (TAR), for all activities.
- Be sure that it is turned into the Community Safety Coordinator in your community for approval within the appropriate timeframe, to ensure it is approved in time for your event.
- Once approved be sure to save a copy to submit with your reservation form.
- If you have any additional non-member guests/presenters that may be attending your event for the day, list them on your roster as non-members before submitting your TAR for approval
- Rangers/Site Host must be made aware when guests arrive and depart your event. Non-Members are never allowed to stay overnight.

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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: Reservations for activities and Troop Camping 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 may be requested during the school year six (6) months out from the date requested

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 as long as 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. **Reservations are required and must be processed through Checkfront.**

The Nature Center is an air-conditioned space, with access to two bathrooms, and tables and chairs. Maximum Capacity is 40 pp

Reservations are required and must be processed through Checkfront.

Guidelines for Meetings

- 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.
- All 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.

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Check-in:

- For those checking in on Friday, check-in will take place at the main parking field 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/Site Host two weeks prior to the check in date, as well as meet with them the day of.
- Upon the group's arrival, the Ranger/Site Host 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/Site Host upon arrival to check-in.

Check-out:

- Before noon on Sunday 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 or Kapers** for each of your areas. 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/Site Host so they can inspect the unit. The Ranger/Site Host 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.

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.

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 certified Troop Camper 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 Troop Camper based on a 1 per 30 participant ratios. A copy of the certification(s) must be provided to the **Customer Care attention Council Support Services, a minimum of 2 weeks prior to the event.**

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Sharing Units

- To serve as many troop/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 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.

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 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: 28 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 3 platform tents, with 4 cots per tent.
- Each cot has a camping mattress, and a mosquito net is available.
- 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 3 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.

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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.

Additional Overnight Locatons

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 only.
- 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 **Customer Care attention Council Support Services, a minimum of 2 weeks prior to the event.**
- 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 catered 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. Only GSC certified kitchen staff are allowed to use the commercial kitchen at Mah-Kah-Wee. For more information regarding Food Services please contact Customer Care at customer care@citrus-gs.org

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

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- 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.

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.

Outdoor Activities – Mah-Kah-Wee

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.

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.
- Patches are available for purchase through the council shop.

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.
- 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 for your kit.

Property Guide

GaGa Pit: Daisies and above – 20 pp max

- GaGa is like dodgeball or kickball, played with a foam ball or kickball style ball
- There are two GaGa Pits at Mah-Kah-Wee
- Please see Site Ranger for your instructions and balls.

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.

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.
- Patches are available for purchase through the council shop.

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 *Daisies and above – 24 pp max.
 - **Daisy Girl Scouts are only allowed in Canoes with an adult.**
- **Corcls** are available for Brownies and above – 12 pp max.
- **Kayaks** are available for Juniors and above – 10 pp max.

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.
- 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 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.

Property Guide

Target Sports

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

Axe 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 at a target.
- Each session will include parts of an axe throwing safety, range commands, and program activities and/or games.

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.
- 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, Swing by Choice 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 June 1 st ,2024	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	\$35 per tent per night	n/a	\$40 per tent per night
Shady Oaks - Yurts	6 people per yurt	n/a	\$60 per yurt per night	n/a	\$70 per Yurt per night
Shady Oaks- Electric tent	2 people per tent Max: 2 people	n/a	\$25 per night	n/a	\$35 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
Skeeter Hollow Platform Tents	4 people per tent	n/a	\$20 per tent per night	n/a	\$30 per tent 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
STEAM Center – Lab Classroom Area Air Conditioned	Max:30people	\$125 per day use	n/a	\$175 per day use	n/a

Temporarily Closed

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.

Effective June 1 st ,2024	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: 6 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.

Effective June 1 st ,2024	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
Canoe Brownies and above *Daisies can participate only with a paying 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: 5 Max:10	\$15 per participant	\$20 per participant
Pool All Ages Swim Test Required	1 ½ hr. session Min: 5 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.

Effective June 1 st ,2024	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.

Effective June 1 st ,2024	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 All Grade Levels	1 ½ hr. session Min: None Max:20	\$35 per session	\$40 per session
Orienteering 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

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

For groups requesting 2 or more full units.

Effective June 1 st ,2024	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
Skeeter Holler – Bunkhouse/Tents	Max in Bunkhouse: 16 people Max in 2 Platform Tents: 8 people	\$225 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
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
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 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. It is a beautiful two story wooden Historic Hunting lodge.

Amenities of the facility are:

- The total sleeping capacity is 50 people between two floors that vary in capacity.
- Bedrooms have bunkbeds and are located both upstairs and downstairs and vary in capacity.
- There are two large bathrooms with multiple showers and toilets, and a private single full bath in the back apartment.
- A large, shared gathering space 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.
- 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 kitchen equipment for outdoor cooking. Buckets are available for dishwashing and can be requested from the Ranger.
- Access to the dock is not permitted without a certified Water Safety facilitator or Lifeguard.

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.

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. There is no fee to host these meetings as long as 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.

Reservations are required and must be processed through Checkfront.

Guidelines for Meetings

- Accessibility to 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 available during the meetings.
- Access is limited to the first-floor main room, bathrooms, kitchen and outside space.
- All participants are restricted from going near the water's edge or walk on the dock.
- 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 properly disposed of and tied off in the garbage pails.
- Contact the Site Host/Volunteer Ranger to be checked out.

Property Guide

General Information

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 are 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.

Cleaning Supplies must be provided by troops: 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 main parking field 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/Site Host two weeks prior to the check in date, as well as meet with them the day of.
- Upon the group's arrival, the Ranger/Site Host 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/Site Host upon arrival to check-in.

Check-out:

- Before noon on Sunday your troop/group will need to finish packing up and cleaning up all areas.
- Please be sure to follow the **Check-out Procedures or Kapers** for each of your areas. 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/Site Host so they can inspect the unit. The Ranger/Site Host 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.

Property Guide

Outdoor Activities

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.

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.

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.

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 Brownies and above – 16 pp max.
 - **Daisy Girl Scouts are only allowed in Canoes with an adult.**
- **Corcls** are available for Brownies and above – 12 pp max.
- **Kayaks** are available for Juniors and above – 10 pp max.
- **Stand Up Paddleboards** are available for Juniors and above – 10 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 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.

Property Guide

Riverpoint Program Center Accommodations & Activity Fee Schedule

Effective June 1 st , 2024	Capacity	GSC Use	*Out-of-Council Girl Scout Use
Room 1 Upstairs	Sleeps 12 people	\$96 per night	\$106 per night
Room 2 Upstairs	Sleeps 6 people	\$48 per night	\$58 per night
Room 3 Upstairs	Sleeps 3 people	\$24 per night	\$34 per night
Room 4 Upstairs	Sleeps 3 people	\$24 per night	\$34 per night
Room 5 Upstairs	Sleeps 3 people	\$24 per night	\$34 per night
Room 6 Upstairs	Sleeps 6 people	\$48 per night	\$58 per night
Room 7 Upstairs	Sleeps 6 people	\$48 per night	\$58 per night
Staff Room A Downstairs	Sleeps 8 people	\$64 per night	\$74 per night
Staff Room B Downstairs Designated male sleeping area,	Sleeps 3 people	\$24 per night	\$34 per night
GSC Certified Staff Required			
<u>Archery</u> Brownies and above	1 ½ hr. session Min: 10 Max: 15	\$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> Brownies and above Daisies can participate only with a paying adult	1 ½ hr. session Canoe - Min: 6 Max: 16	\$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
<u>Kayak</u> Juniors and above	1 ½ hr. session Min: 5 Max: 10	\$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
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 as long as the following criteria is 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 your 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

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.

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 June 1st, 2024	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.

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 June 1st, 2024	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.

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 June 1 st , 2024	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

Reserving Our Properties

Follow this link to visit our website and choose your location: <https://girl-scouts-of-citrus-council.checkfront.com/reserve/>

- 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.

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 Checkfront will show real time information regarding other areas that have already been reserved. Keep this in mind when making reservations.

Camporees and/or other large events

- All Camporees that will take place at Mah-Kah-Wee Program Center will be on a rotating schedule 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.

Property Guide

Mini Camporees

- Mini Camporee packages will be a Pilot Program we are offering this upcoming Spring for a few select dates at Riverpoint.
- These dates and packages will be an all-inclusive, one price experience that will include lodging and activities for up to 50 people. Food options will be available for an additional cost.
- Additional information will be released October 1st, 2024.

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 time frame, only half of the fees paid will be refunded not including the non-refundable/non-transferable deposit.
- If activities are cancelled by the council 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

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 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 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. Ratios vary 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 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/groups 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. Ratios vary according to activity. Watchers are required to be 16 years or older.

9) 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:

10) 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.

11) Can I bring my toddler to the program, I will keep them in a stroller? Tagalongs

- Tagalongs are defined as siblings, infants, friends, family members and other Girl Scouts that are not part of the troop/group and/or are not registered members are not permitted at non approved events/ activities, unless specifically stated, and will not be covered under insurance.
- If tagalongs are permitted, then they will be covered under the general GSUSA membership insurance as long as the event is a Girl Scout sanctioned event, and all youth are included in the adult/youth ratio. Non-members and/or Tagalongs are not permitted at overnight events.

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.