

# 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 have seven properties located throughout Central Florida:**

The Council Service Center located in Orlando, and is home to our main headquarters, Council Shop and our Women's History and Cultural Center (WHCC). Mah-Kah-Wee Program Center, located in Chuluota, is our largest property and spans over 200 acres. Riverpoint Program Center located in Merritt Island, sits on the Banana River. 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, will keep the council's 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).

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

Girl Scouts, volunteers and visitors are welcome to stop by the Council Service Center during business hours: 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 and/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. 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://girlscoutscc.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>

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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 spaces that 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 available for rental.
- An outdoor pavilion.
- Troop Experiences.
- 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.

<b>Mah-Kah-Wee Program Center</b>	<b>John Wallace, Property Director</b> <ul style="list-style-type: none"> <li>• Cell: 386-717-9676</li> <li>• Email: <a href="mailto:jwallace@citrus-gs.org">jwallace@citrus-gs.org</a></li> </ul> <b>Jarrett Brown, Site Host/Ranger</b> <ul style="list-style-type: none"> <li>• Cell: 321 – 451 -2449</li> <li>• Email: <a href="mailto:jbrown@citrus-gs.org">jbrown@citrus-gs.org</a></li> </ul>
<b>Riverpoint Program Center</b>	<b>Becky Bolt, Site Host</b> <ul style="list-style-type: none"> <li>• Cell: 321-480-6919</li> <li>• Email: <a href="mailto:bbolt@citrus-gs.org">bbolt@citrus-gs.org</a></li> </ul>
<b>Eustis, Melbourne, Pine Castle Scout Houses</b>	<b>John Wallace, Property Director</b> <ul style="list-style-type: none"> <li>• Cell: 386-717-9676</li> <li>• Email: <a href="mailto:jwallace@citrus-gs.org">jwallace@citrus-gs.org</a></li> </ul>

**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, Property Director at least 3 weeks before your visit for a list of available options at [jwallace@citrus-gs.org](mailto: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 events and outings.

Reservations are available based on the location and amenities: meeting spaces, lodging, catering, pool, team building activities, high adventure course, themed lodging, and various other outdoor activities. These services and amenities are available during the week and for limited weekends.

For questions regarding renting our facilities for all outside user groups, please contact **Customer Care** at: [customercare@citrus-gs.org](mailto:customercare@citrus-gs.org) and they will connect you with the staff contact.

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## 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**

- Weapons, firearms, or explosives of any kind are strictly prohibited on any/all GSC properties.
- 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 the ratios, age requirements and safety standards found in this guide, 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, advanced first aider 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.

## **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 never to 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.
- All volunteers and/or any other adults may not purchase, use, consume, possess or be under the influence of alcohol, illegal drugs/substances, prescription drugs, or over-the-counter medications which may impair performance or judgment.
- This applies to all adults participating in any Girl Scout sanctioned activities, immediately prior to or during, in the presence of any youth Girl Scout members, while conducting Girl Scout business, or in Girl Scout branded clothing immediately.

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## **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 prepared or served.
- Service animals must always remain on the floor, secure and always in control.
- Service animals should never approach anyone, nor should anyone approach or pet them.

## **Vehicles on Property**

- All vehicles on property must be registered and insured.
- A list of all vehicles and driver information must be submitted to GSC prior to the event.
- 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 to pick up after checking out.
- 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 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**

## **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.

## **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](mailto:jwallace@citrus-gs.org)

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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 are 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/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 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 times 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/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.

- 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 **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.

## 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.

## 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 the non-member roster before submitting your TAR for approval
- Rangers/Site Host must be made aware when guests arrive and depart from 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 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 2<sup>nd</sup> weekend of September through the 2<sup>nd</sup> 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.

**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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## 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.
- There is 1 cabin that 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.

### **Skeeter Hollow** - Maximum Sleeping Capacity: ~~28 people combined~~ **Currently only sleeps 16**

- This unit has a bunkhouse ~~and platform tents~~. Tents are currently unavailable.
- 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. Currently Unavailable~~
- ~~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.

### **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 and a portable a/c unit in it.
- The unit also has a bathroom with multiple showers, a screened unit house that includes picnic tables, refrigerator with ice, multiple grills, outdoor picnic tables, and a fire pit.
- The unit house also has an indoor grill that is for charcoal cooking only.

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## Additional Locations

### **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.

### **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.

### **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.
- Certified Food Protection Managers and ServSafe Food Handlers will do all the meal planning and preparation.
- 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 [customercare@citrus-gs.org](mailto:customercare@citrus-gs.org)

### **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. There is also an Arts Barn used for a variety of performances, presentations, and workshops.

### **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 designated male sleeping area

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## 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

### 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.

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

**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.

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## Target Sports

**Archery Program:** Brownies and above – 20 ppl 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 ppl 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 these 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

## Leader Led Activities

### **Amanda the Armadillo Environmental Patch:** Daisies and above – 24 ppl 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 ppl 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/Volunteer Ranger for your kit.

### **GaGa Pit:** Daisies and above – 20 ppl 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 ppl 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 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 ppl 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.

## Property Guide

### **Camporees**

- 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.
- Dates are predetermined annually and released to the Camporee Teams prior to the beginning of each membership year. Additional dates are not available for Camporees.
- 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.
- Camporee Coordinator and Team Training is required to host a camporee and must be renewed every two years. It is highly encouraged that all members of the Camporee Leadership team take the training as well.

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

#### ➤ **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.
- 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.

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



## Property Guide

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

Effective June 1 <sup>st</sup> ,2024	Capacity	GSC Day Use	GSC Overnight Use	*Out-of-Council Girl Scout Day Use	*Out-of-Council Girl Scout Overnight Use
<b>Firefly Cove</b> —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
<b>Shady Oaks - Yurts</b>	6 people per yurt	n/a	\$60 per yurt per night	n/a	\$70 per Yurt per night
<b>Shady Oaks- Electric tent</b>	2 people per tent Max: 2 people	n/a	\$25 per night	n/a	\$35 per night
<b>Shady Pines &amp; Eagles Roost Cabins</b>	8 people per cabin	n/a	\$80 per cabin per night	n/a	\$90 per cabin per night
<b>Raccoon Run Tiny Cabins</b>	6 people per house	n/a	\$60 per tiny house per night	n/a	\$70 per tiny house per night
<b>Skeeter Hollow Bunkhouse</b>	16 people	n/a	\$125 per night	n/a	\$140 per night
<b>Skeeter Hollow Platform Tents</b>	4 people per tent	n/a	\$20 per tent per night	n/a	\$30 per tent per night
<b>Creative Cottage</b> (Does not include supplies)	Min: n/a Max: 60 people day use	\$100 per day use	n/a	\$125 per day use	n/a
<b>Day Pavilion</b>	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
<b>Day Site Field for Tent Camping</b> (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
<b>Ticochee Lodge</b> (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
<b>Kitchen Use</b> For information regarding kitchen usage, contact Customer Care at <a href="mailto:customercre@citrus-gs.org">customercre@citrus-gs.org</a>	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.				
<b>Infirmary (Camporee only)</b> 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)
<b>Staff House</b> (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
<b>STEAM Center – Arts Barn</b> Stage/Program Area No AC	Max:30people	\$75 per day use	n/a	\$100 per day use	n/a
<b>STEAM Center – Lab</b> 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 <sup>st</sup> ,2024	Program/Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
<b>Sampler Challenge</b> Daisies and Brownies 1 ½ hr. session	Team building games and low elements. Min: 6 Max:24	\$15 per participant	\$20 per participant
<b>1/2 Day Low only</b> 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
<b>1/2 Day Low/High</b> 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
<b>Full Day Team Building-</b> 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
<b>Climb &amp; Zip</b> 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 <sup>st</sup> ,2024	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
<b>Canoe</b> 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
<b>Corcls</b> Brownies and above	1 ½ hr. session Min: 6 Max:12	\$15 per participant	\$20 per participant
<b>Kayak</b> Juniors and above	1 ½ hr. session Min: 5 Max:10	\$15 per participant	\$20 per participant
<b>Pool</b> 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 <sup>st</sup> ,2024	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
<b>Archery</b> Brownies and above	1 ½ hr. session Min: 10    Max:20	\$9 per participant	\$14 per participants
<b>Axe Throwing</b> 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 <sup>st</sup> ,2024	Capacity	GSC Day Use	*Out-of-Council Girl Scout Day Use
<b>Amanda the Armadillo</b> 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
<b>Mailbox Trail</b> 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
<b>Geo-Caching</b> 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
<b>GaGa Pit</b> All Grade Levels	1 ½ hr. session Min: None    Max:20	\$35 per session	\$40 per session
<b>Orienteering</b> 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 <sup>st</sup> ,2024	Capacity	Camporee Pricing
<b>Shady Pines - Cabins</b>	7 Cabins Max in Unit: 56 people	\$840 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
<b>Raccoon Run – Tiny Cabins</b>	5 Tiny cabins Max in Unit: 30 people	\$450 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
<b>Skeeter Holler – Bunkhouse/Tents</b>	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
<b>Shady Oaks – Yurts</b>	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
<b>Eagles Roost - Cabins</b>	5 Cabins Max in Unit: 40 people	\$600 per unit per weekend; Check-in after 4 p.m.; Check-out by noon
<b>Firefly Cove – Platform Tents w/Electric</b>	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
<b>Ticochee Lodge</b>	Max Capacity: 200 people for Program 125 people per meal	\$350 per weekend; Check-in after 4 p.m.; Check-out by noon
<b>Creative Cottage</b>	Max: 60 people day use	\$150 per weekend; Check-in after 4 p.m.; Check-out by noon
<b>Infirmary</b>	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

**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.

# 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.
- 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 by contacting the Site Host/Volunteer Ranger upon arrival.
- Access to the dock is not permitted without a certified Water Safety facilitator or Lifeguard.

### Property Reservations

Reservations may be made during the school year six (6) months out from the date requested beginning the 2<sup>nd</sup> weekend of September through the 2<sup>nd</sup> 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.**

- **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.
- **Guidelines and Information for Troop/Community Meetings**
  - 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 Site Host/Volunteer Ranger to check out.

# 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 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. All trash needs to be tied off and properly disposed of in the dumpster using the cart located at the back of the kitchen.

**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 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. 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 receive a phone call from the Ranger/Site Host two weeks prior to the check-in date.
- Upon the group's arrival, the Site 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.
- This will take place prior to going inside the lodge.
- 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 Site Host/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 Site Host/Volunteer Ranger checking them out.
- 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 Site Host/Volunteer Ranger 30 minutes prior to checkout so they can plan to be there on time and inspect the entire lodge. The Site Host/Volunteer Ranger will not check-out building unless it is in an acceptable condition.
- Please remember that everyone must help with 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. 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.
- 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 Brownies and above – 16 ppl max.
  - **Daisy Girl Scouts are only allowed in Canoes with an adult.**
- **Corcls** are available for Brownies and above – 12 ppl max.
- **Kayaks** are available for Juniors and above – 10 ppl max.
- **Stand Up Paddleboards** are available for Juniors and above – 10 ppl 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 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.

**Archery Program:** Brownies and above – 20 ppl 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

## Leader Led Activities

### **Minerva the Manatee Environmental Patch:** Daisies and above – 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 Site 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 packages will be a Pilot Program we are offering this upcoming Spring for a two select dates at Riverpoint.
- These dates are pre-determined, 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 by October 15<sup>th</sup>, 2024.



## Property Guide

<b>Riverpoint Program Center Accommodation &amp; Activity Fee Schedule</b>			
Effective June 1 <sup>st</sup> , 2024	Capacity	GSC Use	*Out-of-Council Girl Scout Use
<b>Room 1 Upstairs</b>	Sleeps 12 people	\$96 per night	\$106 per night
<b>Room 2 Upstairs</b>	Sleeps 6 people	\$48 per night	\$58 per night
<b>Room 3 Upstairs</b>	Sleeps 3 people	\$24 per night	\$34 per night
<b>Room 4 Upstairs</b>	Sleeps 3 people	\$24 per night	\$34 per night
<b>Room 5 Upstairs</b>	Sleeps 3 people	\$24 per night	\$34 per night
<b>Room 6 Upstairs</b>	Sleeps 6 people	\$48 per night	\$58 per night
<b>Room 7 Upstairs</b>	Sleeps 6 people	\$48 per night	\$58 per night
<b>Staff Room A Downstairs</b>	Sleeps 8 people	\$64 per night	\$74 per night
<b>Staff Room B Downstairs</b> Designated male sleeping area	Sleeps 3 people	\$24 per night	\$34 per night
<b>GSC Certified Staff Required</b>			
<b><u>Archery</u></b> Brownies and above	1 ½ hr. session Min: 10    Max: 15	\$9 per participant	\$14 per participant
<b><u>Aquatics</u></b> Certified Instructors/Lifeguards will be provided. You must provide volunteer watchers for all your scheduled events based on ratio.			
<b><u>Canoe</u></b> 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
<b><u>Corcls</u></b> Brownies and above	1 ½ hr. session Min: 6    Max: 12	\$15 per participant	\$20 per participant
<b><u>Kayak</u></b> Juniors and above	1 ½ hr. session Min: 5    Max: 10	\$15 per participant	\$20 per participant
<b><u>Stand Up Paddleboard-</u></b> Juniors and above	1 ½ hr. session Min: 5    Max: 10	\$15 per participant	\$20 per participant
<b>Leader Led Activities –Does not include patch, can be purchased at the Council Shop</b>			
<b>Minerva the Manatee</b> All Grade Levels	3 hr. session Min: None    Max: 24	\$3 per girl (Leader Led)	\$4 per girl (Leader Led)
<b>Mailbox Trail</b> 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 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

## 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>

<b>Eustis Scout House Facility Fee Schedule</b>			
<b>Effective June 1<sup>st</sup>, 2024</b>	<b>Capacity</b>	<b>GSC Day Use</b>	<b>*Out-of-Council Girl Scout Day Use</b>
<b>Eustis Scout House</b>	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.

<b>Melbourne Scout House Facility &amp; Activity Fee Schedule</b>			
<b>Effective June 1<sup>st</sup>, 2024</b>	<b>Capacity</b>	<b>GSC Use</b>	<b>*Out-of-Council Girl Scout Use</b>
<b>Melbourne Scout House</b>	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 <sup>st</sup> , 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
<b>GaGa Pit</b> 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](mailto: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](mailto: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 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.

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## 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.
- This includes:
  - Approved Troop Activity Request w/roster (TAR)
  - Name that the reservation is under
  - Year, make, model and license plates of all vehicles that will be on property
  - Current Certification for your Troop Camper and Troop First Aider - required
  - Current Certification for your designated Water Safety person - when applicable
  - All members staying overnight must have a current GSUSA membership and all adults have a favorable background check on file
  - Acknowledge that you have read and will comply with the guidelines within the Property Guide
- 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](mailto: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) 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) 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.

### **12) 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.
- The Health Examination is to be completed by a medical professional and the parent or guardian. Please check [www.citrus-gs.org](http://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 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.