Property Guide
# Property Guide

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Welcome to Girl Scouts of Citrus! We are excited to have many beautiful properties within our council that are available for use. Within this guide you will be able to review information on each of our Program Centers and Scout Houses. This will assist your troop/group when planning your event or activities. Each of our properties are unique in their characteristics, activities and opportunities.

Please remember that Girl Scouts of Citrus 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 the Safety Activity Checkpoints, Volunteer Essentials and Risk Management. Mah-Kah-Wee Program Center is accredited by the American Camp Association (ACA) which requires additional safety and program standards that must be followed and complied with each year.

**It is imperative that anyone visiting or staying over at a GSC property, please take a few minutes to read through the following information to ensure the safety of the girls and the preservation of the property.**

**Property Team:** The site rangers are employed by GSC to maintain and secure each property, to ensure the safety of all campers and visitors that are using the site and to assist with any needs the troop/group may have. They are charged with the responsibility of enforcing all regulations governing the site and they have the authority to ask those in violation to leave the premises. All troops/groups using the site need to know and follow the regulations and to check with the site ranger if there are any questions. All members of the Property Team support the upkeep, maintenance and security of all properties. All communication during your visit will be done via cell phone. Please make sure to review your Property Information email for your designated Ranger. Also note that the person who made the reservation will be the rangers contact person during your stay.

**Service Projects:** Service projects are available at each of our properties during your stay. If you are interested in completing a service project during your stay please contact Susie Marsh at smarash@citrus-gs.org at least 2 weeks before your camping trip.
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General Guidelines:
- Personal pets are not permitted on GSC properties unless being used for assistance.
- 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 and may lose the right to attend future events or activities.
- Smoking is only allowed in areas designated by the site ranger and should never be done in the presence of girls.
- At all times, whenever you are walking on any GSC property, you MUST be wearing closed toe and closed heel shoes. (sneakers, hiking boots, etc.)
- Remember to bring bug spray, sunscreen, water bottle and a bandana in a day pack.
- Please adhere to all ratios, age requirements and safety standards based on Volunteer Essentials, Safety Activity Checkpoints and Risk Management. When participating in any event girls should never travel alone; use the Buddy System at all times.
- Food and drink are not allowed in the cabins, bunkhouse, yurts or platform tents at Mah-Kah-Wee or bedrooms at Riverpoint; they must be kept in the Unit House at Mah-Kah-Wee or in the kitchen at Riverpoint. Water bottles are not allowed in cabins; they can be kept on the ledges outside the cabins.
- Ice Bags will be provided 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.
- Not all electrical appliances will be supported; please verify before your camping trip.
- All vehicles must be parked in the designated parking areas only, please see Rangers for specifics. At MKW only one Emergency vehicle from each group will be allowed in each unit.
- Quiet time must be observed between the hours of 11 p.m. and 7 a.m.
- Environmental Awareness: Please practice “Leave No Trace” principles when visiting any of our properties. Please make sure trees are not climbed, branches are not pulled on.

Adult Volunteers:
- All volunteers that are attending an event/campout need to have a completed background check on file from GSC a minimum of 2 weeks prior to the event.
- A list of all attending adults and youth, must be submitted with final paperwork into the Outdoor Program Team, a minimum of 2 weeks prior to the event.
- Please be mindful of all volunteers. If you are having male volunteers attend an event please discuss this with your troop/group prior to arrival so that all participants are aware.
- Be sure to have the required amount of Outdoor Skills Certified people for your events 1 per 30 participants and the required First Aiders. A copy of the certification(s) must be submitted with final paperwork into the Outdoor Program Team, a minimum of 2 weeks prior to the event.
- Whenever attending a day or overnight activity, each troop/group will need to bring their own First Aid Kit and have Certified First Aider present. A copy of the certification(s) must be submitted with final paperwork into the Outdoor Program Team, a minimum of 2 weeks prior to the event.
- Please be sure to complete a Troop Activity Request (TAR) for all activities that take place outside of the normal meeting time and/or location. Be sure that it is turned into the designated volunteer in your Community for approval and signature within these designated timeframes:
  - No less than 4 weeks in advance for: Camping, High Adventure or any activities or travel outside of the council jurisdiction.
  - No less than 2 weeks for all other planned activities.
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- This will allow the necessary time for all approvals and verifications.
- Always have an Emergency Action Plan for any location you are visiting. Be aware of the Emergency Procedures, local emergency contacts, and have accident and insurance forms on hand. There are Property Binders located at all GSC locations that have this information as well.

Please be sure to purchase any additional insurance needed for your events; if you have questions regarding additional insurance please contact Patricia Goss at patricia@citrus-gs.org or 407-228-1654.

When others are attending Events/Campouts

If you have others joining you for a day event, this MUST be noted at the time of your request for property usage. Rangers MUST be kept updated regarding ALL who enter and exit the property.

TAGALONGS are: siblings, infants, friends, family members and other Girl Scouts that are not part of the troop or are not the appropriate grade level for the program/event. Even though they may have a GSUSA membership. Tagalongs are not permitted at events or other activities, unless specifically stated and are not covered under Girl Scout Insurance during the non-related activity.

Men may accompany troops on overnight trips provided they are there to help with troop activities. This needs to be indicated when you make your reservation and when you give your final numbers. Final arrangements for sleeping and bathroom facilities will be coordinated with the site ranger upon arrival.

- At 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.
- At Celia Lane and Melbourne Scout House, men may sleep on the screened porch.
- At Riverpoint, men may sleep downstairs in Staff Room B.
- Due to the facility, men are not allowed to sleep at Eustis or Pine Castle Scout Houses.

- All men, as well as any volunteer spending the night need to be currently registered as a member and receive an eligible background check from GSC before the event.
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**General Check in/Check Out Information:**

**Scout Houses: Celia Lane, Eustis, Pine Castle and Melbourne**

Check-in: for weekend guests Check-in is on Friday between the hours of 4 p.m. and 7 p.m. or on Saturday after 12p.m depending on your reservation. Please always refer to your Property Information Email before you arrive at the location. The person who made the reservation will receive the designated code to open the property and do a walk through. There will be an information packet in the building with all important forms and directions. Any emergency information will also be communicated prior to arrival i.e. weather warnings, etc. Complete the “Check-in Checklist” and be sure to note any issues. If there is an emergency situation, please contact the designated Ranger immediately.

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

**Program Centers: Mah-Kah-Wee and Riverpoint**

**General Check-in:** Check-in is on Friday at the parking lot between the hours of 4 p.m. and 7 p.m. There will be a designated area for luggage. Please be sure that all luggage is secure on trailer if applicable. When the group has checked in, the Ranger will bring the trailer back to the unit if applicable. The Site Ranger that is on duty for your group will contact you by the Thursday before your arrival to discuss logistics.

For Saturday only guests, Check-in 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.

The person who made the reservation will meet with the Ranger upon arrival with their group to receive any information and discuss any potential issues for the weekend i.e. weather, fire bans etc. This will take place prior to going to the units. Anyone within the group that arrives after the initial check-in will need to contact the Ranger upon arrival to check-in.

Access to the property is done through the main entrance, unless otherwise specified. The gate at this entrance is usually closed at all times except during check-in or check-out. All of the gates on the property are locked at 9 p.m. and remain locked until 7 a.m. (except in an emergency situation).

- All vehicles must be parked in the designated parking areas only.
- Emergency Vehicles must remained parked in the designated area throughout the weekend.
- Please adhere to all speed limits and signs.

The site should be left cleaner than it was found. Trash bags, toilet brushes, brooms and toilet paper are provided. Hand soap and paper towels are also provided at the sinks in the bathrooms. Troops **MUST bring** cleaning supplies including: bleach, scouring powder, disinfectant, dish soap, wiping towels, paper products and gloves. Clean-up and check-out procedures will be given at check-in and are to be completed before check-out.
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**General Check-out:** Before noon on Sunday your troop/group will need to finish packing up and cleaning up for all units/areas. When units are ready to be checked out contact the Ranger so they can inspect the unit. The Ranger will not check-out the unit unless it is in an acceptable condition. Please remember that everyone must help in this process and the unit cannot leave until check out is finished.

**Cooking and Campfires:**

Please be aware that if there is a Fire Ban in effect for the property, the Ranger will notify the Troop, Camporee or Event leaders prior to/or at check-in. Please be mindful of the current environmental conditions prior to coming and have a back-up plan. **Girl Scouts are NOT exempt from the county Fire Bans.**

Firewood is provided at Mah-Kah-Wee and Riverpoint. Celia Lane will be refilled upon request. Cooking in the fireplace is not allowed. Open fires may only be built in the designated fire rings. **Liquid fire starters are not permitted as well as Match Lite® type charcoal.** Only appropriate fire starters are allowed. Please refer to your Outdoor Skills person for more information. Fire Starters are **NOT** provided and must be prepared prior to arrival.

Cooking should be done primarily with charcoal, but can also be done using other approved methods that adults have been trained in, during their GSC Outdoor Skills Training. Please bring an ample supply of approved fire starters to use for your group. Please dispose of all charcoal and ashes in the ash can, please do not bury them or leave them in the grills. Wood fires are not to be built on the charcoal grills or the unit house grills.

Please be advised that **you must provide your own cooking and cleaning supplies including: Patrol Boxes, Chest & Drink Coolers, Coffee pots, etc.** Please refer to your Outdoor Skills person for a patrol box supply list and to allow time to plan accordingly. Restroom Sinks are **NOT** to be used for dishwashing, buckets are provided for dishwashing. Water will be available at all activities (please bring water bottles to refill) there are additional water fountains and spigots throughout the properties. Bags of ice are provided in each unit at Mah-Kah-Wee Program Center.

**Water Areas and Activities:**

- All bodies of water are always kept secure. These areas are to be accessed for activities with the appropriate approved water safety staff only.
- Whenever participating in waterfront activities you **MUST** wear closed toe and closed heel water shoes or old sneakers. Flip Flops, Crocs and Croc like footwear or bare feet are not permitted. Please bring an additional pair of sneakers or closed toe and closed heel water shoes for all watercraft activities.
- Safety Activity Checkpoints state that all girls participating in any Aquatic Activities have currently taken a swim test for those activities. If girls have not taken a swim test they will be considered non-swimmers.
- Swim caps will be used to classify swimming abilities at the pool. All youth must wear swim camps at all times in the pool. Adults with hair longer than their shoulders must wear it tied back or up.
- Watchers are required at all water activities based on ratio. Each group must provide designated watchers that are 16 years or older. Please check Safety Activity Checkpoints for ratio.
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**Outside User Groups:** Special Needs Groups, Faith based Groups/Retreats, Corporate Groups, Boy Scouts and School Groups.

Throughout the year we have many opportunities for outside groups to spend the day or an overnight at Mah-Kah-Wee. We offer a wide selection of programs including but not limited to: Team Building, Team Meetings, Trainings, Educational and Environmental. We have also hosted out of council/state Girl Scout and Boy Scout troops throughout the year, as well as WAGGGS troops/groups from Europe and International Camping Fellowship members. We have also hosted a variety of private events as well.

We provide a variety of menu plans and selections for any event. For more information regarding the use of our properties for any Non-Girl Scout groups please contact Aimee Beauchamp Director of Outdoor Program at abeauachamp@citrus-gs.org or by phone at 407-228-1655.
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Mah-Kah-Wee Program Center

This 250 acre property is located in Chuluota, just east of Orlando in Seminole County. Purchased in 1970, Mah-Kah-Wee, which means “Little Earth Maiden,” received its name as a result of a troop contest and was dedicated on March 7, 1971.

Reservations

Reservations are accepted from September through the 2nd week of May for troop camping, camporees, various day activities and events. Reservations at Mah-Kah-Wee may be requested nine (9) months out.

During the summer Mah-Kah-Wee is home to our Summer Camp programs and is not available for camping or activities. Mah-Kah-Wee Program Center observes the same holiday schedule as the Council Service Center.

General Information

Each unit has a screened unit house with tables, benches and a refrigerator with ice. The following items are provided within each unit: multiple grills, picnic tables, bath house containing toilets and hot showers, metal buckets for washing dishes, toilet paper, hand soap, paper towels, brooms and a water hose.

**Guests are responsible for providing all other amenities including, but not limited to:** charcoal, matches, firestarters, all food and beverages, cooking supplies and utensils, patrol boxes, cooler chests, drink coolers, all cleaning supplies for unit including: bathroom, unit house, cabins and dishes. **Liquid fire starters are not permitted nor Match Lite® type charcoal**. Only appropriate Fire Starters are allowed and are NOT provided and must be prepared prior to arrival.

- Please refer to your Outdoor Skills person for a patrol box supply list. Water coolers will be available at activities, there are also water fountains and spigots throughout the property.
- All groups must have the required number of Outdoor Skills people based on a 1 per 30 participant ratio. A copy of the certification(s) must be provided to the Outdoor Program Team 1 week prior to your arrival.
- Sharing Units - In order to serve as many girls as possible, units, activities and program spaces may need to be shared or combined at times to allow for everyone to participate. 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.

Ticochee Lodge

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

Maximum capacity: 200 pp for program, 125 pp per meal.

Infirmary

This air conditioned building is available during large events and camporees. Sleeping capacity is 1 bed for the designated medical staff and 4 beds for sick use only. A current certification must be provided and turned into the Outdoor Program Team during the registration process. Prepared First Aid Kits are included for units and must be returned. Please be mindful that the Infirmary is for medical issues only, it is not to be used as a gathering/meeting place. Please contact the Outdoor Program Team for specifics regarding the Infirmary and general supplies.
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**East Side Units**

- **Raccoon Run**: There are 5 Tiny Cabins with 3 bunk beds that sleep 6 per cabin. Each cabin has air conditioning and no heat. The Unit House has an inside grill for charcoal cooking only. **Maximum Capacity**: 30 people.

- **Shady Pines**: There are 7 cabins with 4 bunk beds each that sleep 8 people per cabin. Each cabin has ceiling fans, air conditioning and heat. One cabin is wheelchair accessible. The Unit House has an inside grill for charcoal cooking only. **Maximum Capacity**: 56 people.

- **Skeeter Hollow**: There are 10 platform tents that sleep 4 people per tent, each cot has a camping mattress and a mosquito net. There is also a bunkhouse that sleeps a maximum of 16 people and a common area, with air conditioning and heat. The bunkhouse, bath house and 5 of the platform tents are wheelchair accessible. The Unit House only has outside cooking grills. **Maximum Capacity**: 56 people combined.

**West Side Units**

- **Eagles Roost**: There are 5 cabins with 4 bunk beds that sleep 8 people per cabin. Each cabin has ceiling fans, air conditioning and heat. The entire unit is wheelchair accessible including paved walkways. The Unit House has an inside grill for charcoal cooking only. **Maximum Capacity**: 40 people.

- **Shady Oaks Currently Closed**: There are 4 Yurts and 1 Electric tent. Each yurt contains 3 sets of bunk beds and sleeps 6 people each. The Electric tent sleeps 2 people. Each sleeping structure has power and air conditioning. The Unit House has an inside grill for charcoal cooking only. **Maximum Capacity**: 26 people.

- **Turkey Run Currently Closed**: There is space available to pitch your own tent camping. (Tents are not provided.) The Unit House has an inside grill for charcoal cooking only. **Maximum Capacity**: 32 people.

**Staff House**
The staff house may be reserved for meetings or troop use. There are 3 bedrooms with bunk beds, 2 ½ bathrooms with hot showers, full kitchen, living room, back porch, air conditioning and heat. **Maximum Capacity**: Day Use: 24 people  Overnight: 12 people.

**Day Site Pavilion**
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 or pitch your own tent camping (tents not included). There are bathrooms located nearby with toilets and hot showers. **Maximum Capacity**: Day Use: 100 people  Overnight: 40 people.

**Nature Center**
This air conditioned building is home to a variety of environmental activities, including *Amanda the Armadillo*. There are a variety of displays and hands on activities available for troops/groups to learn about and earn badge requirements. The center is to be used for these activities only. **Maximum Capacity**: 24 people.
**Creative Cottage**
This large enclosed air conditioned building has a screened porch. There are picnic tables, 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.

**Maximum Capacity:** 60 people (40 people inside and 20 people in the porch).

**Outdoor Activities**
All activities are available for weekend and day events by reserving them through our online reservation system, Doubleknot. **Please note that activities must be booked 45 days in advance to secure your reservation.** Please go to [http://www.citrus-gs.org/en/Camp/locations.html](http://www.citrus-gs.org/en/Camp/locations.html) and complete your requests. Deposit is required at time of reservation and will not be confirmed without it. Activities will either be Facilitator Led (Requires a GSC Certified Staff Member) or Leader Led (Adults review information and lead activity). Please refer to the **fee schedule** for more information regarding each activity, fees and ratios.

**Leader Led Activities**

- **Amanda the Armadillo**: This is one of the many Environmental patches that can be earned by visiting GSC properties. Girls will learn about Armadillos and other animals that are native to Mah-Kah-Wee as well as other activities. A digital copy of the manual will be sent 1 week prior to arrival. Instructions and supplies for all the activities are provided on location and will take place at the Nature Center located in the Parking Lot. Each session runs approximately 3 hours. **Patch is available in the council shop to purchase.**
- **Compass Course**: Learn the basics of orienteering when you participate in our compass course. Have fun learning compass games and other skills. Please see Site Ranger for your Program Box. Each session runs approximately 3 hours.
- **Flag – For Retirement**: Upon request, you may reserve a cut and prepared flag at no cost with instructions for a flag ceremony to use at the fire ring.
- **Gaga Pit**: Gaga is a fast paced, high energy sport played in an octagonal pit. The more players the better! Dubbed a kinder gentler version of dodge ball, the game is played with a soft foam ball, and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. Players need to keep moving to avoid getting hit by the ball. Fun and easy, everyone gets a serious workout. Instructions and balls are located on site.
- **Geocaching**: Uses orienteering skills and GPS (global positioning system) units. Directions are included with each kit as well as the coordinates at MKW. There are currently 6 GPS units available, no more than 3 girls per GPS unit. Please see Site Ranger for your Program Box. Each session runs approximately 3 hours.
- **Hiking**: Troops/Groups may hike on the trail. Always be sure that girls are properly protected from the elements by using bug spray, sunscreen, closed toe and closed heel shoes, bandana and always have a water bottle and a means of communication. Never hike alone and always let the Ranger know if you are going on a hike.
- **Mailbox Trails**: Are a unique outdoor educational opportunity. Consisting of two different trails (Purple & Blue (closed)) with activities at each mailbox. These trails are a great way to get familiar with the campgrounds and learn about environmental science. Each mailbox includes instruction and materials for self-led activities. Completion time for each trail varies based on: age of the group, size of the group, weather and location of the trail. Please allow at least 1-2 hours per trail. Usually, girls complete only 1 trail during their visit, giving them the opportunity to come again for either a day outing or another overnight. **Patch is available in the council shop to purchase.**
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Facilitator Led Activities (GSC Certified Staff)

- **Aquatics**: Funoes are available for our Girl Scout Daisies and Brownies. Canoes are available for Girl Scout Brownies and above. Kayaks/Pedal Boats are available for all Girl Scout Juniors and up. Lifeguards and instructors are included for all watercraft activities. All watercraft sessions will be scheduled for 1 ½ hours. Personal Flotation Devices (PFDs) are provided and must be worn by everyone that will be participating, including adults. Bare feet are **not** permitted. **Water shoes/Old Sneakers must be worn.** Each group will need to provide the designated watchers for their group.

- **Archery**: Archery is available for Girl Scout Brownies and above. During their 1 ½ hour session they will learn safety and basic archery skills and commands.

- **Tomahawk Throwing**: Axe or Tomahawk throwing is available for Girl Scout Cadette’s and above. Girls will learn the proper way to throw an axe or a tomahawk during their 1 ½ hour session.

- **Pool**: Our pool is available year round (weather permitting). All (non-adult) participants must take a swim test prior to entering the pool; once they are evaluated they will be assigned a specific swim cap color based on their swimming ability. Swim caps will be provided by the lifeguard, please do not bring outside caps. *(If someone has a latex allergy, please make the lifeguard aware so she can provide you with a latex free cap).* Adults are not required to wear swim caps; however anyone that has shoulder length or longer hair needs to securely tie it back, while in the pool. PFDs are available for all beginning and/or non-swimmers. Our pool ranges from 3 feet to 5 feet. All pool sessions will be scheduled for 1 ½ hours. Each group will need to provide the designated watchers for their group and they must watch from outside of the pool.

- **Fishing**: Fishing is permitted year round. Cane poles are provided if reserved; troops must provide their own fishing tackle and bait. Any fish that may be caught must be released as we are a catch and release location. Each session is 1 ½ hour long. There is a maximum of 16 people on the dock at any one time for the safety of the participants.

The Council Shop has many patches available to purchase for the different activities as well as the different Property Patches. To see which patches are available please visit the Council Shop or go to www.citrus-gs.org for more information.
**CHALLENGE COURSE:** (GSC Facilitator Led Only) The Nanette McLain Challenge Course is an adventure recreation program. It consists of team building and problem-solving activities, games, initiatives and a series of ropes, cables and logs used to simulate 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 or not you are participating.*

A Challenge Course participant will:

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

**Available Programs**

**Tiny Trekkers Challenge - DY/BR:** (1 hour session) Designed to give an opportunity to our youngest Girl Scouts and have them participate in ground teambuilding initiatives and games to build self-esteem and trust.

**Sampler Challenge – BR and Up:** (1 ½ hour session) 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 - Brownies and Up:** (3 hour session) 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/High - Juniors and Up:** (3 hour session) Designed for groups to come out and experience team building games and activities: includes 1-2 ground teambuilding initiatives, 1-2 low elements plus 1 of the following high elements: Catwalk, Incline Log or Giants’ Ladder.

**Full Day – Teambuilding - Juniors and Up:** (6 hour session) Team building games and activities which include 2-3 ground initiatives, 2-3 low elements and at least 1 of the following high elements: Monkey Tails, Swing By Choice or Rock Wall with Zip Line.

**Climb and Rappel or Zip – Cadettes and Up:** (3 hour session) All participants must have GSC Challenge Course experience on the high elements to participate in either of these sessions. Please be sure all participants are physically fit for either of these strenuous and advanced activities.
## Property Guide
### Mah-Kah-Wee Program Center Troop Camping & Property Fee Schedule

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<tr>
<th>Property Type</th>
<th>Capacity</th>
<th>GSC Day Use</th>
<th>GSC Overnight Use</th>
<th>*Out-of-Council Girl Scout Day Use</th>
<th>*Out-of-Council Girl Scout Overnight Use</th>
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<tr>
<td><strong>Effective January 1, 2020</strong></td>
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<td><strong>Platform Tents</strong></td>
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<td>4 people per tent</td>
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<td><strong>Fire Fly Cove – Electric Tent</strong></td>
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<td>2 tent unit</td>
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<td>4 people per tent Max: 8 people</td>
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<td><strong>Shady Oaks- Electric Tent</strong></td>
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<td>2 people per tent Max: 2 people</td>
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<td><strong>Cabins</strong></td>
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<td>8 people per cabin</td>
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<td><strong>Tiny Cabins</strong></td>
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<td></td>
</tr>
<tr>
<td>6 people per cabin</td>
<td></td>
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</tr>
<tr>
<td><strong>Yurts</strong></td>
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</tr>
<tr>
<td>6 people per yurt</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Skeeter Holler Bunkhouse</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16 people</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Creative Cottage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Does not include supplies)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Min: n/a Max: 60 people day use</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Day Pavilion</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Min: n/a Max: 100 people</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Day Site Field for Tent Camping</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Must provide your own tents)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes fire ring and Bathroom</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>facilities on the Staff House Porch</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Min: n/a Max: 40 people</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ticochee Lodge</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Does not include kitchen)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Min: n/a Max: 200 people day use</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Kitchen Use</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>For information regarding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>kitchen usage, contact</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aimee Beauchamp at</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:abeauachamp@citrus-gs.org">abeauachamp@citrus-gs.org</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Infirmary</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(1 Medical Staff Only)</td>
<td></td>
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</tr>
<tr>
<td><strong>Staff House</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(Has full kitchen)</td>
<td></td>
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</tr>
</tbody>
</table>

### Additional Information
- All meals served in the Ticochee Lodge will be provided by 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.
## Property Guide
### Mah-Kah-Wee Program Center
### Activity Fee Schedule

**Effective January 1, 2020**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Capacity</th>
<th>GSC Day Use</th>
<th>Out-of-Council Girl Scout Day Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Archery</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BR and Up – 1 ½ hr. Session</td>
<td>Min: 10 participants Max: up to 20 participants</td>
<td>$5 per participants</td>
<td>$10 per participants</td>
</tr>
<tr>
<td><strong>Tomahawk Throwing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD and Up – 1 ½ hr. Session</td>
<td>Min: 6 participants Max: up to 12 participants</td>
<td>$5 per participants</td>
<td>$10 per participants</td>
</tr>
</tbody>
</table>

### Capacity

- **GSC Certified Staff Required**

### Challenge Course

- **Min: 10 participants, Max: 20 participants**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
<th>Description</th>
<th>Minimum</th>
<th>Maximum</th>
<th>GSC Fee</th>
<th>Out-of-Council Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Trekkers Challenge – DY/BR</td>
<td>1 hr.</td>
<td>1 hr. session (team building and games)</td>
<td>10</td>
<td>24</td>
<td>$5 per participant</td>
<td>$10 per participant</td>
</tr>
<tr>
<td>Sampler Challenge – Brownie and above</td>
<td>1 ½ hr.</td>
<td>1 ½ hr. session (team building and low elements)</td>
<td>10</td>
<td>25</td>
<td>$10 per participant</td>
<td>$15 per participant</td>
</tr>
<tr>
<td>1/2 Day Low only- Brownies and above</td>
<td>3 hr.</td>
<td>3 hr. session (9 a.m.-noon or 1-4 p.m.) Low only: games, grounds and lows Low/high: 1- ground, 1-2 low, 1 high: cat walk, incline log, giants ladder</td>
<td>$25 per participant</td>
<td>$30 per participant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>½ Day Low/High- Juniors and above</td>
<td>6 hr.</td>
<td>6 hr. session (9 a.m.-noon &amp; 1-4 p.m.) 2-3 ground, 1-2 low, at least one of the following: Monkey Tails, Swing by Choice or Rock Wall w/Zip Line</td>
<td>$40 per participant</td>
<td>$50 per participant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Day Team Building- Juniors and above</td>
<td>3 hr.</td>
<td>3 hr. session (9 a.m.-noon or 1-4 p.m.) Must have previous GSC Challenge Course experience on High Elements</td>
<td>$25 per participant</td>
<td>$30 per participant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Aquatics

- **Funoe or Canoe**
  - Funoe-Daisies and Brownies only Canoe- Brownies and above
  - Min: 6 participants Max: 24 participants per 1 ½ hr. session
  - $10 per participant $12 per participant

- **Pedal Boat - Juniors and above**
  - Min: 4 participants Max: 8 participants per 1 ½ hr. session
  - $5 per participant $7 per participant

- **Kayak- Juniors and above**
  - Min: 5 participants Max: 10 participants Per 1 ½ hr. session
  - $10 per participant $12 per participant

- **Pool-Daisies and above**
  - All youth will be required to take a swim test and wear a swim cap.
  - Min: 10 participants Max: up to 50 participants per 1 ½ hr. session
  - $3 per participant per session $4 per participant per session

GSC Certified Instructors/Lifeguards will be provided. You must provide volunteer watchers for all of your scheduled events based on ratio.
### Fishing - Daisies and above
Requires Lifeguard/Basic Water at all times
- **1 ½ Hour Session**
  - Min: 5 participants
  - Max: 16 participants
- $2 per participant
- Must provide your own bait.
- $3 per participant
- Must provide your own bait.

### Leader Led Activities – Does not include patch, can be purchased at the Council Shop

<table>
<thead>
<tr>
<th>Activity</th>
<th>Session Time</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
<th>Cost per Girl</th>
<th>Cost per Girl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda the Armadillo</td>
<td>3 Hour Session</td>
<td>None</td>
<td>24</td>
<td>$1 per girl</td>
<td>$2 per girl</td>
</tr>
<tr>
<td>Daisies and above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Nature Center)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailbox Trail-Daisies and above</td>
<td>3 hr. session</td>
<td>None</td>
<td>12</td>
<td>$1 per girl</td>
<td>$2 per girl</td>
</tr>
<tr>
<td>Geo-Caching-Junior and above</td>
<td>3 Hour Session</td>
<td>None</td>
<td>10</td>
<td>$3 per girl</td>
<td>$4 per girl</td>
</tr>
<tr>
<td>GAGA PIT-Daisies and above</td>
<td>1 ½ hr. session</td>
<td>None</td>
<td>20</td>
<td>$20 per session</td>
<td>$30 per session</td>
</tr>
<tr>
<td>Compass Course- Brownies and</td>
<td>3 Hour Session</td>
<td>None</td>
<td>15</td>
<td>$1 per girl</td>
<td>$2 per girl</td>
</tr>
<tr>
<td>above</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Mah-Kah-Wee Program Center
Camporee & Large Group Facilities

For groups requesting 2 or more full units.

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity Description</th>
<th>Capacity</th>
<th>Camporee Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective October 1, 2019</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shady Pines - Cabins</strong></td>
<td>7 Cabins</td>
<td>56 people</td>
<td>$530 per unit per weekend; Check-in after 4 p.m.; Check-out by noon</td>
</tr>
<tr>
<td><strong>Raccoon Run – Tiny Cabins</strong></td>
<td>5 Tiny cabins</td>
<td>30 people</td>
<td>$400 per unit per weekend; Check-in after 4 p.m.; Check-out by noon</td>
</tr>
</tbody>
</table>
| **Skeeter Holler – Bunkhouse/Tents** | Max in Bunkhouse: 16 people
10 Platform Tents
Max in Platform Tents: 40 people |          | $480 per weekend; Check-in after 4 p.m.; Check-out by noon                        |
| **Shady Oaks – Not Available**  | 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                                                                              | 40 people| $350 per unit per weekend; Check-in after 4 p.m.; Check-out by noon              |
| **Turkey Run - Not Available**  | Pitch your own Tents
Max in Unit: 32 people                     |          | $100 per unit per weekend; Check-in after 4 p.m.; Check-out by noon              |
Riverpoint Program Center

Riverpoint Program Center is a 24 acre site located on Merritt Island in Brevard County. The Alford Lodge, built before 1880, was renovated by GSC in 1976. The Alford Lodge faces the Banana River while the west side of the property faces Sykes Creek.

Reservations

Riverpoint Program Center is available for troop camping and various day activities and events by reservation from September through the 2nd week of May. Troops can request troop camping 6 months out. In the summer, Riverpoint hosts our Resident and Day Camp programs. Riverpoint observes the same holiday schedule as the Council Service Center.

General Information

Alford Lodge is a beautiful two story wooden Historic Hunting lodge. There is a large common area with couches, tables and chairs, kitchen, bathroom and porch. There are a variety of rooms both upstairs and downstairs that vary in size. We have newly purchased wooden bunkbeds that have made a nice addition to our lodge that now has a total sleeping capacity of 50. The total beds upstairs can accommodate 39 and downstairs 11. One of the rooms downstairs Staff Room B sleeps 3 and is designated as a male only sleeping area. It has a private entrance and bathroom. The entire lodge has air conditioning.

The kitchen is air conditioned, has two residential ovens, refrigerator, stand up freezer, microwave, 3 compartment sink, ice machine, limited cooking supplies and counter space.

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

There are several areas with grills and picnic tables. Patrol boxes are no longer available, you will need to provide your own outdoor equipment. Please do not use and kitchen equipment for outdoor cooking. Buckets for dishwashing are available and should be requested from the Ranger.
Outdoor Activities

All activities are available for weekend and day events by reserving them through our online reservation system, Doubleknot. Please note that activities must be booked 45 days in advance to secure your reservation. Please go to [http://www.citrus-gs.org/en/Camp/locations.html](http://www.citrus-gs.org/en/Camp/locations.html) and complete your requests. Deposit is required at time of reservation and will not be confirmed without it. Activities will either be Facilitator Led (Requires a GSC Certified Staff Member) or Leader Led (Adults review information and lead activity). Please refer to the fee schedule for more information regarding each activity, fees and ratios.

Leader Led Activities

- **Minerva the Manatee:** This is one of the many Environmental patches that can be earned by visiting GSC properties. Girls will learn about Manatees and marine life that are native to Riverpoint as well as other activities. A digital copy of the manual will be sent 1 week prior to arrival. Instructions and supplies for all the activities are provided on location. Each session runs approximately 3 hours.

- **Mailbox Trails:** Is a unique outdoor educational opportunity with activities at each mailbox. This trail is a great way to get familiar with the camp grounds and learn about environmental science. Each mailbox includes instruction and materials for self-led activities. Completion time for trail varies based on: age of the group, size of the group, weather and location of the trail. Please allow at least 1-2 hours.

- **Fishing:** Fishing is permitted year round. Cane poles are provided if reserved; troops must provide their own fishing tackle and bait. Any fish that may be caught must be released as we are a catch and release location. Each session is 1 ½ hour long. There is a maximum of 16 people on the dock at any one time for the safety of the participants. Equipment must be cleaned and stored properly in the boat house after use.

- **Flag – For Retirement:** Upon request, you may reserve a cut and prepared flag at no cost with instructions for a flag ceremony to use at the fire ring.

Facilitator Led Activities (GSC Certified Staff)

- **Aquatics:** Funoes are available for our Girl Scout Daisies and Brownies. Canoes are available for Girl Scout Brownies and above. Sailing/Stand Up Paddle Boards are available for all Girl Scout Juniors and up. Lifeguards and instructors are included for all watercraft activities. All watercraft sessions will be scheduled for 1 ½ hours. Personal Flotation Devices (PFDs) are provided and must be worn by everyone that will be participating, including adults.

- **Archery:** Archery is available for Girl Scout Brownies and above. During their 1 ½ hour session they will learn safety and basic archery skills and commands.
# Riverpoint Program Center & Activity Fee Schedule

**Effective January 1, 2020**

<table>
<thead>
<tr>
<th>Room 1 Upstairs</th>
<th>Capacity</th>
<th>GSC Use</th>
<th>*Out-of-Council Girl Scout Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleeps 12 people</td>
<td>$72 per night</td>
<td>$84 per night</td>
<td></td>
</tr>
</tbody>
</table>

| Room 2 Upstairs | Sleeps 6 people | $42 per night | $50 per night |
| Room 3 Upstairs | Sleeps 3 people | $21 per night | $27 per night |
| Room 4 Upstairs | Sleeps 3 people | $21 per night | $27 per night |
| Room 5 Upstairs | Sleeps 3 people | $21 per night | $27 per night |
| Room 6 Upstairs | Sleeps 6 people | $42 per night | $50 per night |
| Room 7 Upstairs | Sleeps 6 people | $42 per night | $50 per night |

| Staff Room A Downstairs | Sleeps 8 people | $56 per night | $62 per night |

| Staff Room B Downstairs | Sleeps 3 people | $21 per night | $27 per night |

| Alford Lodge Day Rentals | 50 people | $15 per hour | $25 per hour |

## GSC Certified Staff Required

### Archery
- **Brownies and above**
- Min: 10 participants
- Max: up to 20 participants
- Per 1 ½ hr. session:
  - $5 per participant
  - $10 per participant

### Aquatics
Certified Instructors/Lifeguards will be provided. You must provide volunteer watchers for all of your scheduled events based on ratio.

#### Funoe or Canoe
- **Funoe-Daisies and Brownies only**
- **Canoe- Brownies and above**
- Min: 6 participants
- Max: 16 participants
- Per 1 ½ hr. session:
  - $10 per participant
  - $12 per participant

#### Stand Up Paddleboard
- **Juniors and above**
- Min: 5 participants
- Max: 12 participants
- Per 1 ½ hr. session:
  - $10 per participant
  - $12 per participant

#### Sailing
- **Juniors and above**
- Min: 6 participants
- Max: 12 participants
- Per 1 ½ hr. session:
  - $10 per participant
  - $12 per participant

#### Kayak
- **Juniors and above**
- Min: 5 participants
- Max: 12 participants
- Per 1 ½ hr. session:
  - $10 per participant
  - $12 per participant

#### Fishing
- **Daisies and above**
- Requires Lifeguard/Basic Water at all times
- Min: 5 participants
- Max: 16 participants
- Per 1 ½ Hour Session:
  - $2 per participant
  - $3 per participant
  - Cane poles provided, catch and release, must provide your own bait.

**Leader Led Activities – Does not include patch, can be purchased at the Council Shop**

<table>
<thead>
<tr>
<th>Minerva the Manatee</th>
<th>3 Hour Session</th>
<th>Min: None</th>
<th>Max: 24</th>
<th>$1 per girl (Leader Led)</th>
<th>$2 per girl (Leader Led)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox Trail</td>
<td>3 hr. session</td>
<td>Min: None</td>
<td>Max: 10</td>
<td>$1 per girl (Leader Led)</td>
<td>$2 per girl (Leader Led)</td>
</tr>
</tbody>
</table>
Property Guide

Celia Lane Scout House

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

Reservations

The Celia Lane Little House is available for troop camping and various day activities and events by reservation from September through the 2nd week of May. Troops can request troop camping 6 months out. In the summer, the Celia Lane Scout House hosts our Day Camp programs. Celia Lane Scout House recognizes the same holiday schedule as the Council Service Center.

General Information

There is a large air conditioned common area that has a fireplace, tables and chairs and Wi-Fi. Air mattresses/mats can be brought in or girls can sleep in sleeping bags on the floor. There is a supply of wood available for the fireplace; you will need to provide your own approved fire-starters. Cooking is not permitted in the fireplace. There is a full kitchen with limited cooking supplies. There is also an induction oven that only specific induction pots can be used on it (there is a set on location). Mops, brooms and garbage bags are provided. Troops must bring their own cleaning supplies for kitchen, bathroom and floors. There are two bathrooms: one with two toilets, two sinks and one shower and one with wheelchair accessible toilet, sink and shower. There are also grills and a fire circle in the backyard. Troops must bring ice.

Outdoor Activities (Leader Led)

Gaga Pit: Gaga is a fast paced, high energy sport played in an octagonal pit. The more players the better! Dubbed a kinder gentler version of dodge ball and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. Players need to keep moving to avoid getting hit by the ball. Fun and easy, everyone gets a serious workout. Instructions and ball located on site.

Beatrice the Butterfly: This is one of the many Environmental patches that can be earned by visiting GSC properties. Girls will learn about Butterflies and other insects that are native to Celia Lane as well as other activities. A digital copy of the manual will be sent 1 week prior to arrival. Instructions and supplies for all the activities are provided on location. Each session runs approximately 3 hours.

Mailbox Trails: Is a unique outdoor educational opportunity with activities at each mailbox. This trail is a great way to get familiar with the camp grounds and learn about environmental science. Each mailbox includes instruction and materials for self-led activities. Completion time for each trail varies based on: age of the group, size of the group and weather. Please allow at least 1-2 hours.

<table>
<thead>
<tr>
<th>Celia Lane Little House Facility &amp; Activity Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective January 1, 2020</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Celia Lane Scout House</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Leader Led Activities – Does not include patch, can be purchased at the Council Shop

<table>
<thead>
<tr>
<th>Beatrice the Butterfly-Daisies and above</th>
<th>3 hr. session</th>
<th>$1 per girl</th>
<th>$2 per girl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min: None</td>
<td>Max: 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAGA PIT- Daisies and above</td>
<td>1 ½ hr. session</td>
<td>$20 per session</td>
<td>$30 per session</td>
</tr>
<tr>
<td>Min: None</td>
<td>Max: 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailbox Trail-Daisies and above</td>
<td>3 hr. session</td>
<td>$1 per girl</td>
<td>$2 per girl</td>
</tr>
<tr>
<td>Min: None</td>
<td>Max: 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Property Guide**

**Eustis Scout House**

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

**Reservations**

The Eustis Scout House is available year round for troop camping and various day activities, meetings and events by reservation. Troops can request troop camping 6 months out to the date. The Eustis Scout House observes the same holiday hours and schedule as the Council Service Center.

**General Information**

The quaint one room house is air conditioned, has tables, chairs and Wi-Fi. The kitchen has a stove, microwave, refrigerator, sink, limited counter space and cooking equipment. There is one bathroom and currently no shower available. Mops, brooms, toilet paper and garbage bags are provided. Troops must bring cleaning supplies for kitchen, bathroom and floors. Groups must take trash with them when they leave.

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


**Outdoor Activities**

**Bertha the Bear:** This is one of the many Environmental patches that can be earned by visiting GSC properties. Girls will learn about Bears and other animals that are native to Lake County as well as other activities. A digital copy of the manual will be sent 2 weeks prior to arrival. Instructions and supplies for all the activities are provided on location. Each session runs approximately 3 hours.

---

**Eustis Scout House Facility & Activity Fee Schedule**

<table>
<thead>
<tr>
<th>Effective January 1, 2020</th>
<th>Capacity</th>
<th>GSC Day Use</th>
<th>*Out-of-Council Girl Scout Day Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eustis Scout House</td>
<td>Day Use: 30 people</td>
<td>Day Use: $20</td>
<td>Day Use: $30</td>
</tr>
<tr>
<td></td>
<td>Overnight Use: 10 people</td>
<td>Overnight Use: $30</td>
<td>Overnight Use: $40</td>
</tr>
<tr>
<td><strong>Leader Led Activities — Does not include patch, can be purchased at the Council Shop</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bertha the Bear- Daisies and above</td>
<td>3 Hour Session</td>
<td>$1 per girl</td>
<td>$2 per girl</td>
</tr>
<tr>
<td></td>
<td>Min: None</td>
<td>Max: 24</td>
<td></td>
</tr>
</tbody>
</table>

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Property Guide

Melbourne Scout House

Melbourne Scout House was donated to GSC in 1940 by the Melbourne Rotary Club. Over the past few years, various Eagle Scouts have completed their projects renovating Melbourne Scout House.

Reservations

The Melbourne Scout House is available for troop camping and various day activities, meetings and events year round (unless closed for maintenance & repairs). Troops can request troop camping 6 months out. Melbourne Scout House is not available for Outside User use. The Melbourne Scout House observes the same holiday hours and schedule as the Council Service Center.

General Information

There is an air conditioned common area with tables and chairs and a large screened porch with picnic tables with a portable grill for troop use. Air mattresses/mats can be brought in or girls can sleep in sleeping bags on the floor. Tent camping is not permitted. The kitchen has a stove, refrigerator, sink, cabinets with limited counter space and cooking equipment. There are two bathrooms, each with a toilet and a sink. There are NO showers available. Mops, brooms, toilet paper and garbage bags are provided. Troops must bring cleaning supplies for the kitchen, bathrooms and floors.

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

Outdoor Activities

Eleanor the Egret: This is one of the many Environmental patches that can be earned by visiting GSC properties. Girls will learn about Birds and other animals that are native to Melbourne as well as other activities. A digital copy of the manual will be sent 2 weeks prior to arrival. Instructions and supplies for all the activities are provided on location. Each session runs approximately 3 hours.

Mailbox Trails: Is a unique outdoor educational opportunity with activities at each mailbox. This trail is a great way to get familiar with the property and learn about environmental science. Each mailbox includes instruction and materials for self-led activities. Completion time for trail varies based on: age of the group, size of the group and weather. Please allow at least 1-2 hours per trail.

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### Melbourne Scout House Facility & Activity Fee Schedule

<table>
<thead>
<tr>
<th>Effective January 1, 2020</th>
<th>Capacity</th>
<th>GSC Use</th>
<th>*Out-of-Council Girl Scout Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Melbourne Scout House</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Use: 40 people</td>
<td></td>
<td>Day Use: $25</td>
<td></td>
</tr>
<tr>
<td>Overnight Use: 20 people</td>
<td></td>
<td>Overnight Use: $35</td>
<td></td>
</tr>
<tr>
<td><strong>Leader Led Activities – Does not include patch, can be purchased at the Council Shop</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mailbox Trail- Daisies and above</strong></td>
<td>3 hr. session</td>
<td>$1 per girl</td>
<td></td>
</tr>
<tr>
<td>Min: None</td>
<td>Max: 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eleanor the Egret- Daisies and above</strong></td>
<td>3 Hour Session</td>
<td>$1 per girl</td>
<td></td>
</tr>
<tr>
<td>Min: None</td>
<td>Max: 24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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22
**Pine Castle Scout House**

Pine Castle Scout House is located in Orange County. It is a quaint building with a large backyard that can support small troop overnights or weekend events.

**Reservations**

The Pine Castle Scout House is available year round for troop camping and various day activities, meetings and events by reservation. Troops can request troop camping 6 months out. The Pine Castle Scout House observes the same holiday hours and schedule as the Council Service Center.

**General Information**

There is an air conditioned common area with tables, chairs and picnic tables. The kitchen has a stove, refrigerator, sink, limited counter space and cooking equipment. Air mattresses/mats can be brought in or girls can sleep in sleeping bags on the floor. Tent camping is permitted. There are two bathrooms, each with a toilet and sink. Currently there are **no** showers available. Mops, brooms, toilet paper and garbage bags are provided. Troops must bring cleaning supplies for kitchen, bathrooms and floors. There is a big backyard with a grill, picnic tables and a fire circle.

**Outdoor Activities**

**Bella the Bat:** This is one of the many Environmental patches that can be earned by visiting GSC properties. Girls will learn about Bats and other nocturnal creatures that are native to Pine Castle as well as other activities. A digital copy of the manual will be sent 1 week prior to arrival. Instructions and supplies for all the activities are provided on location. Each session runs approximately 3 hours.

**Mailbox Trails: (Coming Soon)** Is a unique outdoor educational opportunity with activities at each mailbox. This trail is a great way to get familiar with the camp grounds and learn about environmental science. Each mailbox includes instruction and materials for self-led activities. Completion time for the trail varies based on: age of the group, size of the group and weather. Please allow at least 1-2 hours per trail.

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**Pine Castle Scout House Facility & Activity Fee Schedule**

<table>
<thead>
<tr>
<th>Effective January 1, 2020</th>
<th>Capacity</th>
<th>GSC Day Use</th>
<th>*Out-of-Council Girl Scout Day Use</th>
</tr>
</thead>
</table>
| Pine Castle Scout House   | Day Use: 40 people  
Overnight Use: 20 people | Day Use: $25  
Overnight Use: $35 | Day Use: $35  
Overnight Use: $45 |

**Leader Led Activities – Does not include patch, can be purchased at the Council Shop**

| Bella the Bat - Daisies and above  | 3 Hour Session  
Min: None  
Max: 24 | $1 per girl | $2 per girl |
| Mailbox Trail - Daisies and above (Coming Soon) | 3 hr. session  
Min: None  
Max: 10 | $1 per girl | $2 per girl |
**Property Guide**

**Council Service Center**

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

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

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

**Juliette’s Place**

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

If you are visiting from another council, please contact Customer Care at 1-800-367-3906
Reserving Our Properties

Step 1: Select a location you would like to reserve!

Follow this link to visit our website and choose your location

Once on this page please scroll down and choose your location by selecting either “Facility Calendar” or “Facility Search” both links will take you to Doubleknot to complete your reservation. Please read all directions at the top of the page and follow prompts to make you reservation.

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

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

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

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

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

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

Step 2: Receive Order Receipt!

Once you have completed your reservation and made your non-refundable deposit you will receive an Order receipt to the email you provided. Please keep in mind that deposits are non-refundable/non-transferable.

Please read through your entire order receipt as all information regarding final payment due date, cancellation policy and your property confirmation packet are attached.

Step 3: Final payment!

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

Payment can be made through Doubleknot by logging in to your account or by calling Millie Gomez at 407-228-1614.
Cancellations

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

- Contact Aimee Beauchamp by e-mail at abeauchamp@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.

- In the event that activities are cancelled by council, if the activity is less than half complete and is cancelled due to weather, we will attempt to reschedule it based on availability. If rescheduling is not possible, you will receive a refund for the remaining portion of the activity. If the activity is more than half complete, no refund will be issued.

General Property FAQ’s

- Can we wear flip flops from the cabin to the bathhouse if we are going to take a shower?
  - No, flip flops, crocs and croc like shoes may only be worn in the bathhouse or on the pool deck. Closed toe and closed heel shoes must be worn when traveling between locations for the safety of everyone’s feet.

- Why do we need an extra pair of old sneakers or closed toe and closed heel shoes for waterfront?
  - The closed toe and closed heel shoes stay on your feet better when walking in the mud, the shoes protect your feet from any rocks, sticks or other items that may be in the dirt and mud and they prevent slipping.

- Where do we find the correct ratio of girls to adults?
  - Girls should never travel alone. Each girl should have a buddy. To locate the correct adult supervision ratios for your girls’ ages consult Volunteer Essentials, Safety Activity Checkpoints and Risk Management. Remember to check the ratios for any activities you may be participating in. Ratios vary according to activity.

- It’s just water, why can’t we bring it in the cabin or tent?
  - We are located in the woods with lots of bugs. If the bugs find even water in the cabins and tents, they will move in. Water spills may also warp the wood in the structures. Please, NO food or drinks, including water, in any of the cabins or tents. Water bottles may be kept on the cabin porch rails. All food is stored in the back room of the unit house where there is a refrigerator and a door that closes to keep the animals out.

- Why do the girls have to take a swim test and wear a swim cap?
  - The girls’ safety is our #1 concern. The swim test allows the lifeguard to see each girl’s abilities in the water. The swim caps allow the lifeguard to easily spot each girl’s swim ability while swimming in a group as well as it keeps long hair out of the pool’s filter system.

  - It is Highly Recommended that all girls participating in any Aquatic Activities have currently taken a swim test for those activities.

  - All girls will be required to take a swim test prior to swimming at our properties. Swim caps will be used to classify swimming abilities for all youth and will be worn at all times in the pool. Adults with hair longer than their shoulders must wear it tied back or up. Swim caps will be supplied at the pool after the swim test have been completed.
Can we drive the car to the unit and leave it there for the weekend?
- The girls’ safety is our #1 concern. Having cars driving around increases the potential hazard for walkers. The rangers will bring the trailers to the units with your luggage. We have an EMT station located near to camp therefore it is not necessary to have emergency vehicles in the units.

We have a Dad attending our campout? He can just stay in his own cabin or tent in our unit right?
- No, it is GSC property policy that men stay in a separate unit from the girls so they have their own bathhouse 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. Please check with the site ranger upon arrival for the designated site that your male volunteers will be using.

Why do we have to provide Volunteer Watchers at the pool and waterfront and how many do we need?
- The girls’ safety is our #1 concern. It is GSUSA and GSC policy to have additional eyes to assist the lifeguard watching the girls while they are around water. To locate the correct number of watchers consult Volunteer Essentials, Safety Activity Checkpoints and Risk Management. Remember to check the ratios for the various water activities. Ratios vary according to activity. Watchers are required to be 16 years or older.

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

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

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

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

Outdoor Program & Property Team Contact Information
- Aimee Beauchamp, Director of Outdoor Programs & Summer Camp abeauchamp@citrus-gs.org
- Jessica MacGregor, Outdoor Program Manager – jmacgregor@citrus-gs.org
- Susie Marsh, Director of Property- smarsh@citrus-gs.org
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 of our events and activities.

**Health History:**

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

- 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 needs. 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**

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

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

**Reminders:**

- Health History is to be completed by the parent or guardian
- For any physically demanding activities such as water sports, horseback riding or skiing, a current Health History is required for all girls and/or adults that are participating in the activity
- Health Examination is to be completed by a medical professional and the parent or guardian. Please check www.citrus-gs.org for the most current forms available.
- For Summer Camp there will be information and specific forms that will be submitted through Camp Doc.