

Council Campsite Camporees - basic information

What is a Camporee?

A camporee is an opportunity to share Girl Scout sisterhood in the great out of doors. Groups of Girl Scouts including service units and multi-level large troops come together for a weekend of camping and activities facilitated in part by the camp team. Even food service is available! It is a great way for troops and girls to bond and a good introduction to camping to new volunteers in a supportive environment. The requesting group should have a camporee chair who will organize the troops/groups and communicate with the camp team.

CAMPOREE INFORMATION

Fees: Price is **\$90/person** for two nights-includes four meals (Sat. breakfast, Sat. lunch, Sat. dinner, and Sun. breakfast), outdoor common areas (pavilion, fields, etc.) three activities, Saturday evening all-camp program and lodging. Each troop will complete activity sign up sheets from the outdoor fun activities section.

Additional Activities: Additional activities can be reserved on a per participant basis. Contact the camp you are having your camporee at for the list of additional activities they offer. Each camp is unique and can offer different activities.

Participants: All members of troops/groups must be currently registered Girl Scouts. All adults must be confirmed as having a current, successful background check. Tag-a-longs are not allowed at this event. Each troop must have an adult present who has completed the *Troop Camping Certificate*.

Group size: minimum of 90 people.

Application Process: Groups of 90 or more (service units, large multi-level troops) may apply up to 16 months in advance. There are no beginning and ending registration dates. The number of units reserved will be based on the number or people you anticipate on attending.

Contract/Deposit: Once a date is approved you will be emailed a contract to be signed and returned to Girl Scouts of Greater Atlanta along with your deposit of 10%. These two things must be **completed within 30 days from the date the contract is emailed**, or you will forfeit your space at camp and have to reapply if it is still available.

Available dates – choose any troop camping weekend date. Check the Troop Camping [Check Availability](#) for dates that are booked with council events or troop campers.

Background Checks - IMPORTANT INFORMATION – Please read this:

All adults traveling and or staying overnight with troops and groups must be a currently registered Girl Scout, with a successful background check on file with the Council. In order for council staff to be able to verify this, we must have a completed Camporee Pre-Approval Form from each troop. Please help us to manage this process by collecting all the forms and turning them in at one time – at least one month before the event is scheduled to start. Along with the completed forms, please attach a master roster of the list of troops that are attending the event. Once all of the adults are verified, the event director and the camp director will be notified. Failure to complete this process could result in the event being cancelled – in which case your fees paid to the camp would be forfeited. ***Mother/Daughter camporees where mothers retain supervision of their daughter and no other groups are present in camp are exempt from this procedure.***

Camp Trading Post

The camp stores will be open at scheduled times during your camporee allowing campers to purchase souvenirs and gift items. Prices range from \$1.00 to \$30.00 with items ranging from pens to sweatshirts and stuffed animals. Please let your campers know to bring extra money. The stores accept cash, checks, credit cards, and GSGATL Cookie Dough.

Service Unit Camporees Activities and Meal Options

Please contact the camp you are interested in having your camporee at to discuss your activity and meal options. Each camp is unique and can vary activities for different Girl Scout levels.

Questions about activities?

- **Camp Meriwether** cmweekend@gsgatl.org
- **Camp Misty Mountain** cmmweekend@gsgatl.org
- **Camp Timber Ridge** ctrweekend@gsgatl.org

Service Unit Camporees - frequently asked questions

Q. What's included in the per person fee?

A. Lodging for 2 nights, 4 meals, (all day Saturday, and Sunday breakfast) use of specified common areas, & three outdoor fun activities.

Q. Can we have less than the minimum or more than the maximum?

A. Ninety people is the minimum and must be paid for. The maximum is based on site capacity.

Q. When can I apply?

A. Service Units may apply up to 16 months in advance for a camporee.

Q. What training and background checks are required?

A. Training - Each troop must have a First Aid/CPR person and a person who has completed the *Troop Camp Certificate*. This may be the same person.

A. Background Checks – Every adult attending must have completed the background check and a registered Girl Scout.

Q. Will we have exclusive use of camp?

A. It will depend on the size of your group. The council staff will work with you to wisely use the property resources.

Q. Will every girl have a chance to participate in the outdoor fun activities?

A. Yes, there may be sessions on Saturday and Sunday to allow every girl a chance to participate.

Q. Who will place troops in activities?

A. The camp director will place troops in activities.

Q. Why is the cost for cabins and tents the same?

A. In an interest to simplify payment collection, the pricing is the same.

Q. When do we need to submit the final headcount?

A. The final number of girl and adult participants must be submitted one month in advance of the event along with a Camporee Pre-Approval Form for each troop attending and master roster listing all troops.

Q. Can Daisies attend?

A. If all of the girls in the Daisy Troop have followed a trip progression beginning with short local trips and advancing to longer trips, including at least one overnight, the Daisy Troop may attend.

Q. Can registered male adults attend the camporee?

A. Yes, with some exceptions. Please contact the Camp Director for more details.

Q. What are the check-in & check-out procedures?

A. The camp site team will work with the camporee coordinator to coordinate check in and out. A troop roster listing all participants must be submitted at check-in.

Q. What is the refund policy?

A. Service Unit agrees that cancellation must be made at least 90 days prior to the date of use or 50% of the deposit will be forfeited. Cancellations made less than (4) FULL WEEKS prior to the date of use will result in deposit being forfeited and an administrative fee equal to 20% of the total participant fees. Exceptions to this policy will be made for acts of God only. All cancellations must be made in writing and submitted to the council.

Q. Can you explain the payment schedule?

A. A deposit is due within 30 days of confirmation and the balance of base fee is due 4 months before the camping date. Balances for extra activities are due 30 days prior.

Q. What is the role of the camporee coordinator?

A. The camporee coordinator is the primary contact person from the service unit communicating with the camp site team for weekend details and council staff for payment. Once placed in the camporee, the coordinator keeps in contact with the camp director to make all arrangements for the weekend.

The Camporee Coordinator must have taken **Planning Events Beyond the Troop w/Emergency Preparedness** prior to acceptance of application. This class is now offered online. Please visit the [Training](#) page on our website for more information and to register.

Service Unit Camporees Timeline

Up to 16 months in advance

- Complete application for Service Unit Camporee and send to Mableton Service Center
 - Email to: sucamporee@gsgatl.org
 - Fax to: 770-702-9103
- The agreement will be emailed once date agreement is reached

Within one month of receiving contract

- **Pay 10% deposit – based on the 90 participant minimum**
- Contact Camp Director to arrange camp visit – *the camp visit is mandatory*; select the three outdoor fun activities included in \$90/person fee; determine extra fee activities (horses, challenge course, etc.); select weekend menu; discuss check in and check out procedures with the camp team.

Four months before camporee

- Pay per-person balance of base fee
- Camp Director will attend Service Unit meeting if requested to share details of the weekend
- Troops complete activity request forms

Three months before camporee

- Last day for full refunds

Two months before camporee

- All troop activity request forms due to the Camp Director

One month before camporee

- Pay balance of extra fee activities
- No refunds after this date
- Submit Camporee Pre-Approval Form for each troop along with a master roster with list of troops attending.
- Confirm Menu
- Provide final girl and adult participant numbers; provide troop camping application or approved alternative for each troop complete with roster, finalize extra fee activities; and discuss final details with Camp Site Team including check in and check out, activity schedule, special needs, menu, etc.

First day of camporee (Friday)

- Camporee coordinator checks in with Camp Site Team
- Camporee Coordinator provides revised, complete roster of girl and adult participants if changes have occurred.
- Camporee coordinator checks in troops
- Camporee coordinator conducts leader meeting in the evening after every troop arrives. Camp Site Team will speak about parking, safety concerns, activity details, etc.

Last day of camporee (Sunday)

- Troops check out with Camp Site Team

Service Unit Camporees – forms

This packet contains a Service Unit Council Site Camporee Application and Service Unit Camporee Pre-Approval form. The forms are available in multiple versions for use by the camporee chair and troop leaders. They can be found in the camp forms at www.gsgatl.org. The online forms are fillable and allow the camporee chair and troop leaders to use technology to their advantage.

Online forms:

Council Campsite Camporee Application [Service Unit Camporee Application](#) (pdf) or [Service Unit Camporee Online Application](#)

- Complete the form and email form to sucamporee@gsgatl.org

Service Unit Camporee Pre-Approval Form [Camporee Pre-Approval Form](#) List of all your attendee's for the camporee.

Camporee chair should download the form and:

1. Fill in the date you wish to have them returned to you. Keep in mind that they must be turned into the council office at least 4 weeks in advance of your camporee. Therefore, you will want to allow the leader at least two weeks to return to you. For example: if your camporee date is March 15 – 17, you will want to have the leaders return the form to you by at least February 1 to allow you to compile them and get them to the council office by February 15. Remember, you may turn in these forms earlier if desired, but no less than 4 weeks prior to the start of your camporee.



Council Campsite Camporee Application

Girl Scouts of Greater Atlanta, Inc.
5601 North Allen Road,
Mableton, Georgia 30126

Use this application for camporees at council camps only!

Contact Jessica Burget with general questions at sucamporee@gsgatl.org or (770) 702-9103

Service Unit/Troop/Group Name or Number:	
Camporee Coordinator Name:	
Email Address:	
Complete Mailing Address:	
Home Phone Number:	Cell Phone Number:
Service Unit Director Name:	
Date Planning Event's Beyond the Troop On-line, webinar or in person training completed: (The Camporee Coordinator must have taken Planning Events Beyond the Troop prior to acceptance of application)	

REQUESTED RESERVATION

Check your option:	\$90/person 90 participants minimum		
1 st Date Choice:	Camp Name:		
2 nd Date Choice:	Camp Name:		
Approximate Number of Participants:	Girls:	Female adults:	Male adults:

Special Needs, if any _____

How are or will the girls be involved in the planning? _____

REQUIREMENTS

1. All members of troops/groups must be currently registered.
2. Tag-a-longs are not allowed at this event.
3. All troops/groups must be accompanied by an Adult who has completed the *Camp Basics Certificate*.
4. All troops must have an adult certified in Basic First Aid & CPR for adults and children.
5. All adults must be background checked and approved volunteers.
6. A Camporee Pre-Approval Form for each troop must be submitted 30 days prior to camporee with master roster listing troops attending. Note: you may send this as far in advance as possible to avoid delay in approval. The most common delay in final approval for troops to attend is verification of adult credentials (training, volunteer and member status).

I have read, understand, and agree to comply with all site rental information procedures, Volunteer Essentials and Safety Activity Checkpoints. I will share this information with camporee participants

Camporee Coordinator Signature _____ Date _____



GSGATL 2019-2020 Service Unit Camporee Packet

Camporee Pre-Approval Form

Girl Scouts of Greater Atlanta, Inc., 5601 North Allen Road, Mableton, Georgia 30126

Roster of Adult Participants – For activities, travel, and camping trips, all adults attending must successfully pass the GSGATL volunteer approval process (reference Policy 4, page 24, in *Volunteer Essentials*) and be registered members of Girl Scouts before participating in trips with the troop (reference Policy 2, page 23, *Volunteer Essentials*). For events, travel, and camping trips, two unrelated female adults who do not live in the same household must be present at all times.

Please complete and return this form to your camporee event chair by _____

Service Unit: _____ **Dates of Camporee:** _____ **Troop #:** _____

	Complete Legal Name of Adult	Email Address	Role (leader, parent, etc.)	Council use only Date verified/initial	
				Membership	Volunteer Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Name of Council Qualified Troop Camper:	Date and Type of training:			
	Name of Adult Currently Certified in First Aid/CPR	Date and Type of training:			

My signature below indicates that all the information provided is correct to the best of my knowledge. I also acknowledge that intentional failure to follow published guidelines and procedures found in the most current version of [Volunteer Essentials](#) and the [Safety Activity Checkpoints](#), could result in a reduction of available Girl Scout provided insurance and may result in personal liability to myself. I understand that all travel approval is tentative until the final email notification is received from the council.

I agree that I will not allow any adults who have not been verified through the above process to participate with my troop and that all girls attending with the troop are currently registered members.

Signature of Leader

Date