

## Troop Facility Rental Guidelines

The following guidelines are for troops using Girl Scouts of Manitou Council's properties. As the person who made the reservations, you are responsible for knowing and following all guidelines listed below. Please read through all information and review it with your other advisor(s), chaperones and girls as appropriate. Please feel free to print this packet and bring with you to use as a resource while at camp. If you have any questions regarding your rental, please call (920) 565-4575 ext. 310.

**Preparations:** Please review Safety Activity Checkpoints for [Group Camping](#).

### Forms Needed:

- **[Council Approval](#):** If your troop will be participating in any high-risk activities on your trip, please complete a council approval application.
- **Parent/guardian permission slips:** need to be signed prior to the trip and held with the advisors for the duration of the trip.
- **[Health Forms](#):** Girls health forms need to be up to date and brought along.
  - Written parent permission to administer any medication must be obtained prior to the trip.

**Cancellation and Refunds:** If a cancellation of a reservation is made at least three weeks prior to the date reserved, a full refund will be made. If a cancellation is made less than three weeks prior to the date reserved no refund will be made.

**Supervision:** Organize the appropriate amount of supervision.

Group Camping adult-to-girl ratios are two non-related adults (at least one of whom is female) to every:

- 6 Daisies-plus one adult for every additional 1-4
- 12 Brownies-plus one adult for every additional 1-6
- 16 Juniors-plus one adult for every additional 1-8
- 20 Cadettes-plus one adult for every additional 1-10
- 24 Seniors or Ambassadors-plus one adult for every additional 1-12

If males will be participating in camping overnight, ensure the details are clearly explained in parent/guardian permission slip and separate sleeping and bathroom facilities are provided for male chaperones/participants.

**First Aider:** All groups must have at least one adult certified in First Aid and CPR from a nationally recognized provider (such as the American Red Cross or American Heart Association, etc.)

**First Aid Kit:** Every rental facility is equipped with a first aid kit and we do try to keep them as fully stocked as possible; however, please be aware that one may not be available at your meeting place so a good rule of thumb is to always have a fully stocked first aid kit readily available. The Red Cross offers a list of potential items in its [Anatomy of a First Aid Kit](#)

**Keys:**

- Camp Evelyn: The property manager will unlock the buildings prior to your arrival.
  - Crystal Lake House & Troop House: You will receive an email with a security code for the front door.
- Camp Manitou: You will receive an email with a security code for the gate and building lock.

**Check-In:** The facility you have rented will be available for your group after 4:00 p.m. on the day reserved. Please understand that early arrival may not work as previous guests may not have checked out until 3:00 p.m. and clean up needs to occur.

**Check Out:** Please depart prior to 3:00 p.m. on your last day. Upon departure, complete the check-out form and leave in the building for the property manager. There is also a check out list located on the fridge to help you with the checkout procedures.

**Property Managers:**

- Mark Shaw lives on site at Camp Evelyn and can be reached at (920) 254-6086.
- Jim Kornely lives nearby Camp Manitou and can be reached at (920) 682-3289.

**Telephone:** There is a phone located in every rental facility for emergency use only including an important phone number listing.

**Equipment:** Every building has a fully stocked kitchen and restroom. Each kitchen has all basic cookware and tableware to serve up to 25 people. Board games, pudgy pie irons, roasting forks, and snowshoes are stocked in each building. Foam floor sleeping mats are provided for sleeping in every building.

**What to Bring:** dish clothes, towels and sponges, food storage baggies/containers, flashlight, lighter/matches, bedding, and bath towels.

**Trash removal:** Garbage bags are provided. Please recycle. Leave recycling in building for the property manager to dispose of properly.

- Camp Evelyn: Tie up garbage and place in the dumpster located near the parking lot.
- Crystal Lake House: Tie up garbage and leave in the entryway.
- Camp Manitou: Tie up garbage and take to the dumpster near the Lodge.

**Thermostats:** All buildings are heated and Crystal Lake House is equipped with air conditioning. Thermostats should be set at a reasonable temperature and should be lowered to 60 degrees upon the departure of your group.

**Driving and Parking Vehicles:** Drive slow. You may drive up to the building to unload all equipment, however, please park your vehicles in the following designated parking areas. For instance, if you are using the Troop House at Camp Evelyn, please park in the spaces near the Director's Cabin. If you are using the Gemini Buildings, please park in the main parking lot outside of the gates. All other parking areas are clearly marked. One vehicle may be left off of access roads for emergency purposes only.

**Outdoor Cooking:** Troops must have an adult trained in "Outdoor Adventures" in attendance prior to cooking over a fire. Please follow all *Safety-Activity Checkpoints for Outdoor Cooking*: <http://www.gsmanitou.org/content/dam/girlscouts-gsmanitou/documents/safety-activity-checkpoints.pdf>.

**Sleeping in tents:** Troops must have an adult trained in "Outdoor Adventures" prior to sleeping outdoors or in tents.

**Buddy System:** Pair girls up with a buddy for the duration of your trip. Girls are responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy assistance if it is safe to do so and calling for or going for help when a situation warrants for it.

**Smoking:** Smoking is prohibited on all Girl Scouts of Manitou Council properties.

**Outdoor Fires:** An established fire circle is available outside each building. Keep fires small and contained. Make sure you check this website or another resource to see what the fire danger level is at prior to starting a fire:  
<http://dnr.wi.gov/topic/forestfire/restrictions.html>.

A bucket of water must be available near the fire upon lighting. Before lighting a fire, please ensure that wind is not too high. The fire should never be unattended. All girls must be supervised near the fire. When finished, please ensure that the fire is completely extinguished and let cool. Never leave hot embers unattended. Please remove ashes and place in a metal bucket to be disposed of by the property manager.

**Fire Places:** Before lighting a fire, always be sure that the flue has been opened properly, and likewise, make sure to close it tightly after the fire has been extinguished. To open the flue pull chain and secure in latching device. To close the flue pull chain to release from latching device (chain will be loose when the flue is closed). Always have a bucket of water near the fire for an emergency and to properly extinguish the fire, never dump the entire bucket of water on the fire to extinguish the fire only use little sprinkles of water if needed. Plan your last use of the fireplace to allow the fire to die and completely cool before you clean out the ashes. Please remove ashes when cooled and place in a metal bucket (you can use the water bucket) then place the metal bucket inside of the fireplace for the property manager to dispose of. Keep the fire grate in front of the fire at all times and the fire must be attended to at all times.

**Wood Supply:** Logs will be available in your building. You are responsible for providing your own tinder and kindling. The forest is available to collect necessary tinder and kindling, however, please ensure that the girls know to only collect wood that is fallen and not disturb living plants and trees. Please stay on trails.

**State Mandated Requirements:** Because Camp Evelyn and Camp Manitou are licensed by the State of Wisconsin as rental facilities, Girl Scouts of Manitou Council is required to enforce the following safety standards.

**Waterfront Activities:** All groups must have a certified lifeguard supervising all waterfront activities. Use of the waterfront must be pre-arranged and have council approval. Lifeguards will be included during the summer with your building rental.

**Weather Guidelines for Pool and Lake Rentals:**

Girl Scouts of Manitou Council reserves the right to cancel a swimming session due to extreme weather conditions for the safety of the swimmers and lifeguards. No refunds will be issued; however, an alternative activity may be available.

**Cleaning Supplies:** All cleaning supplies are provided. They are to be kept in the locked storage areas when not in use.

**Food preparation and Sanitation:**

- Home-canned, homegrown, or home-preserved food products or items from a farmer's market are not allowed.
- Potentially hazardous foods shall be held at 41°F or lower or 140°F or higher.

### Cooking Requirements for Specific Types of Food

Minimum Internal Temperature	Types of Food
165°F for 15 seconds	<ul style="list-style-type: none"> <li>• Poultry-including whole or ground chicken, turkey, or duck</li> <li>• Stuffing made with fish, poultry or pasta</li> <li>• Stuffed meat, seafood, poultry, or pasta</li> <li>• Dishes that include previously cooked TCS (temperature controlled for safety) ingredients (raw ingredients should be cooked to their minimum internal temperatures)</li> </ul>
155°F for 15 seconds	<ul style="list-style-type: none"> <li>• Ground meat-including beef, pork, and other meat</li> <li>• Injected meat-including brined ham and flavor-injected roasts</li> <li>• Mechanically tenderized meat</li> <li>• Ratites-including ostrich and emu</li> <li>• Ground seafood-including chopped or minced seafood</li> <li>• Shell eggs that will be hot-held for service</li> </ul>
145°F for 15 seconds	<ul style="list-style-type: none"> <li>• Seafood-including fish, shellfish, and crustaceans</li> <li>• Steaks/chips of pork, beef, veal, and lamb</li> <li>• Commercially raised game</li> <li>• Shell eggs that will be served immediately</li> </ul>
145°F for 4 minutes	<ul style="list-style-type: none"> <li>• Roasts of pork, beef, veal, and lamb</li> <li>• Roasts may be cooked to these alternate cooking times and temperatures depending on the type of roast and oven used:               <ul style="list-style-type: none"> <li>○ 130°F 112 minutes</li> <li>○ 131°F 89 minutes</li> <li>○ 133°F 56 minutes</li> <li>○ 135°F 36 minutes</li> <li>○ 136°F 28 minutes</li> <li>○ 138°F 18 minutes</li> <li>○ 140°F 12 minutes</li> <li>○ 142°F 8 minutes</li> <li>○ 144°F 5 minutes</li> </ul> </li> </ul>
135 °F	<ul style="list-style-type: none"> <li>• Fruit, vegetables, grains (rice, pasta), and legumes (beans, refried beans) that will be hot-held for service</li> </ul>

- Once potentially hazardous foods that have been heated leave the kitchen or commissary, the potentially hazardous foods shall not be allowed to cool below 140°F before serving.
- Food shall be protected from potential contamination and adulteration, including dirt, insects, rodents or animals.
- Handling of food shall be minimized. Advanced preparation of potentially hazardous foods such as hamburger patties and pre-sliced foods, is recommended when practical.
- Kitchen utensils and equipment shall be washed, rinsed, sanitized and air-dried using a chemical sanitizer (provided) and hot water of at least 171°F. Follow manufacturer's directions for chemical sanitizer.
- Food should be thawed in the refrigerator or in a container in the sink under running water that allows the water to drain.
- Clean and sanitize all counters, work surfaces, and utensils immediately after use.
- To prevent cross-contamination, use different preparation areas and utensils for raw and cooked products.
- Any person handling food must wash hands prior using soap and warm water for a minimum of 20 seconds, then rinse and dry hands with a single sheet of disposable paper towel.
- Leftovers should be cooled quickly in a flat container and marked with the name of the product, and date it was cooked before refrigerating.
- Clean food out of refrigerator, freezer, and cupboards before leaving.
- Please keep lids on garbage cans at all times.

**State Mandated Health Forms and Medication Permission:**

- Please be sure to have each Girl Scout's health form with you at camp. Be sure these health forms have the names of the participants, emergency contact numbers, and signed permission to treat or seek treatment of all girls in your group as well as written directions and permission to administer medications to girls.
- It is a state requirement that all medications be in their original containers which are clearly labeled to include the name of the girl or adult, the name of the medication, dosage, and the frequency of administration. In addition, all medication prescribed by a physician shall be labeled to include the name of the prescribing physician, prescription number, date prescribed and any other special instructions as needed.
- All prescriptions and nonprescription medications including vitamins and ointments must be kept in a locked unit at all times. Medication cannot be administered to girls without written directions and permission from their parents/guardians.

## **Lightning**

Try to avoid the storm in the first place by paying attention to the changing weather. Look at the forecast before you go hiking or do any outdoor activity.

Keep calm and move everyone inside immediately.

You may think it is safe if you are far away from the storm however this is not the case as if you can hear thunder you are not safe. A good rule of thumb is if you hear the thunder roar go indoors.

Unsafe structures include facilities which lack plumbing, wiring, etc. as there is a lack of grounding mechanisms i.e. tents, rain shelters, etc.

Avoid bodies of water and areas that have high flash flood potential. If you are on any bodies of water immediately get off. Avoid higher elevations. If you are able to enter or stay in a vehicle this is safer than being outside because if the vehicle is struck by lightning it will travel through the metal to the ground. Do not get out of the vehicle until the storm is over, roll up all windows and do not lean on the doors, steering wheel or use any electronic equipment.

Once inside a safe shelter stay away from electrical equipment, plumbing, other metal objects, water, windows, etc.

Thunder is the sound that lightning makes.

It is safe to help someone if they have been struck by lightning. They do not carry a charge.

If there is no shelter where should I go?

- In the woods- Go to a small group of trees surrounded by taller trees or find a dry, low area like a ravine. Avoid trees standing by themselves and other tall objects. Lightning will generally strike the tallest object.
- In an open area- Look for a dry, low lying area and become the smallest target possible. Do this by spreading your group apart and crouching down with your heels touching, head between knees and ears covered. Minimize your contact with the ground and do not lie down flat. You want to spread apart from each other because when lightning strikes an object it can send parts of the object flying and if you are separated from each other injuries from this debris will decrease.
- Stay away from any objects that could conduct electricity such as fences, power lines, metal poles coming from your backpack, antennas, etc.

### **Severe Storm or Tornado:**

If you wish to receive weather alerts to your phone.

- Camp Evelyn is located in Plymouth, WI in Sheboygan County.
- Camp Manitou is located in Two Rivers, WI in Manitowoc County.

If there is severe weather move everyone inside.

If there is a tornado warning, head for a safe location immediately. Account for all children and adults; bring with you all health forms, medication box, first aid kit, cell phone, flashlights.

Shelters: basement locations are best. Small interior rooms in a concrete building (i.e. bathroom/shower facility) are the next best option. Always stay away from windows. Get in a crouched position as low as possible, with your hands covering your head.

#### **Camp Manitou Safe Locations**

- Pine Troop House- the kitchen or bathroom
- The Lodge- The storage room
- The Cedars- The room with two twin beds or bathroom.

#### **Camp Evelyn Safe Locations**

- Troop House-the basement
- Gemini I & II-single stall bathroom
- Crystal Lake House- the basement
- Grace Carlson Bemis Welcome Center either side of the shower house
- Dacha- the bathroom.

**Winter Storm:** If your group is caught in a winter storm at an indoor camp facility:

- Listen to a local radio station or check online to determine whether there is a storm watch or warning.
- Check battery-powered equipment, emergency cooking facilities, and other emergency gear.
- Stay inside and avoid travel during a severe storm.



**Lost Camper:** Always use the buddy system to help prevent anyone from getting lost. Girls should be told during orientation to the site that if they find themselves lost, they should stay where they are and sing loudly and someone will find them.

First Class Search: No more than 10 minutes. Check entire building and outdoor area focus on obvious places such as bathrooms, sleeping areas, activity areas, cars, cooler or warm comfortable areas, hiding spots, trails.

Second Class Search:

- Check entire building and outdoor area and obvious places with more precision.
- Gather clues about where she might be.
  - Where and when was she last seen?
  - Clothing worn.
  - Ask others what the girl was last talking about or what her general mood was.
  - Was she tired? Did she want to go somewhere? Was she interested in another area in camp? Indications of a possible runaway or general unhappiness.
- Retrace the person's last known activities.

Third Class Search:

- Follow up on clues.
- Obtain more adult help if possible. Please ensure other girls are properly supervised.
- Always ensure that an adult stays behind in case missing person returns.
- Begin team searches using organized walking search patterns. Call out for a missing person and listen for a reply.
- Begin searching surrounding trails or roads, stopping on route at neighbors to inquire if a person has been seen.
- Communicate with other searchers and home-base with cell phones and notify if clues are found or if a person is found.
- If searchers have not located the person after approximately 45 minutes, return to home-base and activate the procedures found of Girl Scouts of Manitou Council Crisis/Emergency Card.

**Accident, illness or injury:**

- Give priority attention to providing care to the injured or ill person(s). This is the responsibility of the adult trained in first aid and CPR.
- If necessary, call 911 or secure a physician, ambulance and police, as appropriate. Activate the procedures found on Girl Scouts of Manitou Council Crisis/Emergency Card.
- The following information needs to be recorded for any medications or first aid administered:
  - Name of person receiving medication or first aid.
  - Name and description of the medication or first aid given.
  - The complaint that needed medication or first aid.
  - The quantity of medication administered.
  - Date and time medication or first aid was administered.
  - Name of person who administered medication or first aid.
  - Any additional comments or explanations of the medication or first aid given.
  - The person completing record should sign full name at the end of the entry

\*Remember that no medications can be administered to girls without written parent/guardian consent.

**Fire:** If a fire erupts and is out of control and cannot be contained with extinguisher or water bucket, follow these instructions; please remember to stay calm at all times.

- Evacuate everyone from the burning structure or area as quickly as possible.
- Account for all girls and adults and move the group a safe distance from the fire.
- Call 911 to activate the emergency system as quickly as possible.
- Follow procedures on the Girl Scouts of Manitou Council Crisis/Emergency Procedures Card.
- Notify the Property Manager as soon as possible.

When you arrive at the facility please make sure you know where all fire extinguishers and water buckets are located.